

Town of Warrenton, Virginia



**Approved by Council
6-14-11**

**FY 2012 Proposed Budget
July 1, 2011 – June 30, 2012**

TOWN OF WARRENTON
 PROPOSED ANNUAL BUDGET
 FISCAL YEAR 2012
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Town Manager's Budget Message

TO: George Fitch, Mayor
Members of Town Council

FROM: Kenneth L. McLawhon
Town Manager

DATE: April 1, 2011

In accordance with the Town of Warrenton's Town Charter and Code, the following fiscal information is submitted for the upcoming fiscal year. The Fiscal Year 2011/2012 budget and Capital Improvement Program are once again comprehensively addressed herein. The operating "budgets" contain the fiscal plan for the operation of the Town for a period of twelve months. The General Fund budget represents the first section of the binder. It continues to be supported by local tax revenues, fees, and state reimbursements which are necessary to provide local services. Second is the Proprietary (Enterprise/Utility) budget which is intended to be financed from revenues generated by customers or user fees associated with the provision of water and wastewater services. The third fund is the Recreation Fund which is intended to ultimately be supported via user fees for operational purposes; however, support via the General Fund is necessary at this point. It should be noted that the budgets for the general fund, water and sewer fund, as well as the parks and recreation fund are less than the prior year even though the national, state and regional economy are still recovering from the economic downturn. The Capital Improvement Program is also included in this budget binder.

The Town's real estate owners will gladly note that this general fund financial plan continues to be supported by a 1.5 cent (.015) per \$100 of assessed value real estate tax rate. Similarly, no changes or increases in the personal property tax rate are being recommended. This budget continues to allow 100% property tax relief for vehicles valued at \$20,000. The Town continues to maintain an outstanding level of service in each of its departments such as public works, public safety, utilities, planning/zoning, street maintenance, refuse/recycling collection, recreation and administration through a truly unique level of efficiency and effectiveness. In the current economic climate, I am delighted to state this year's proposed General and Enterprise budgets continue to:

- Maintain the existing real estate tax rate of \$0.015 per \$100 assessed value and does not recommend increases in the personal property tax (maintain personal property tax relief at 100% for vehicles valued at \$20,000 or less)
- Maintain the existing utility rate structure.
- Maintain all current levels of service
- Undertake Capital Improvements Projects

Each fund's budget will also continue to include a reserve equal to fifteen percent (15%) of the fund's total expenditures. This reserve, adopted by Council in December 1998, sets aside an additional safeguard and is not available for appropriation without authorization from the governing body.

	ADOPTED BUDGET FY2009	ADOPTED BUDGET FY2010	ADOPTED BUDGET FY2011	PROPOSED BUDGET FY 2012
General Fund Operations	\$7,475,475	\$7,164,847	\$7,184,025	\$7,189,046
Water/Sewer Fund Operations	\$3,739,562	\$3,956,312	\$4,011,972	\$3,922,647
General Fund Transfers to Fund Balance, Capital Projects, Recreation Fund	\$2,778,441	\$2,328,964	\$1,653,646	\$1,628,837
Water/Sewer Fund Transfers to Reserves & Capital Projects Fund	\$3,561,043	\$189,049	-	-
Capital Projects Fund	\$513,500	\$199,000	\$375,325	\$361,836
Water/Sewer Capital Projects	\$2,042,608	\$410,000	\$838,000	\$775,000

Issues that Transcend the Budgets

All departmental budgets are constantly developed with the Town's guiding principles in mind. These guidance items were developed by the Governing Body. They are to:

- Keep Warrenton unique.
- Operate Town government as a business.

- Increase recreational and leisure choices.
- Support “Responsible Growth to Build Out”.
- Preserve a polished and vibrant historic downtown.

Warrenton continues to remain upbeat about meals tax, sales tax and other business related discretionary revenues which drive the local economy as the national and state economy both continue to recover from the recession experienced over the last several budget cycles. Expectedly, the category of interest earnings remains down considerably given the state of economic affairs. In spite of the current economic conditions, State budgetary issues and other volatility, revenues are projected to be sufficient to meet the operational requirements associated with Warrenton’s current expenses and those which are associated with the Town’s newer facilities.

Health Insurance

The following table represents both the Town and Employee cost for the various health and dental insurance offerings for FY2012. Proposed rates for FY2012 reflect an 8% increase above the current year:

PLAN/COVERAGE	PROPOSAL CURRENT PROVIDER FY2011			PROPOSAL CURRENT PROVIDER FY2012		
	Total	Town Share	Employee Share	Total	Town Share	Employee Share
<i>BASIC</i>						
Employee	442.72	442.72	0	478.72	478.72	0
Employee & spouse	841.16	725.32	115.84	909.55	784.30	125.25
Parent/Child(ren)	1,106.79	939.67	167.12	1,196.78	1,016.07	180.71
Family	1,252.89	1,059.07	193.82	1,354.76	1,145.18	209.58
<i>PREMIUM</i>						
Employee	475.66	442.72	32.94	512.92	478.72	34.20
Employee & spouse	903.75	725.33	178.42	974.55	784.30	190.25
Parent/Child(ren)	1,189.41	939.67	249.74	1,282.29	1,016.07	266.22
Family	1,346.11	1,059.07	287.04	1,451.56	1,145.18	306.38

Note: Merit increases are capped at 2.5% for FY2012.

GENERAL FUND BUDGET

SUMMARY OF GENERAL FUND REVENUES for FY2009 through FY2012				
	2008-2009	2009-2010	2010-2011	2011-2012
General Property Taxes	646,900	620,700	551,200	551,000
Other Local Taxes	6,314,400	5,706,036	5,541,754	5,679,800
Licenses, Permits & Fees	399,500	344,810	143,180	117,331
Fines & Forfeitures	139,100	139,100	139,100	140,000
Revenue from Use of Money/Property	206,890	258,909	53,300	38,600
Miscellaneous Revenue	77,719	79,224	83,346	89,500
Non-Categorical Aid	120,080	64,030	80,030	85,030
Categorical Aid	2,339,327	2,326,002	2,166,985	2,116,622
Transfers & Reserves	10,000	10,000	78,776	-
TOTAL GENERAL FUND REVENUES	\$10,253,916	\$9,548,811	\$8,837,671	\$8,817,883

As shown on the preceding pages, the FY2012 general fund budget is less than the previous year's budget.

SUMMARY OF GENERAL FUND EXPENDITURES for FY2009 through FY2012				
	2008-2009	2009-2010	2010-2011	2011-2012
Legislative Department	194,775	187,310	175,877	152,429
Executive Department	188,982	196,535	187,615	178,628
Legal Services	102,765	174,228	103,086	119,423
Finance Department	445,652	443,032	433,228	438,130
Memberships & Dues	6,443	6,762	7012	6,762
Electoral Board & Officials	-	5,805	-	7,855
Public Safety Department	2,769,627	2,771,193	2,836,415	2,895,905
Public Works Department	3,054,872	2,812,862	2,923,800	2,917,026
Contributions	129,733	117,361	107,361	107,361
Planning & Community Development	582,626	449,759	409,631	365,527
Debt Service	-	-	-	-
Transfers & Reserves	2,778,441	2,383,964	1,653,646	1,628,837
TOTAL GENERAL FUND EXPENDITURES	\$10,253,916	\$9,548,811	\$8,837,671	\$8,817,883

WATER AND SEWER FUND BUDGET

The water and sewer fund's FY2012 operating budget is \$3,922,647 or 2.2% less than the FY2011 operating budget of \$4,011,972.

SUMMARY OF WATER AND SEWER REVENUES for FY2009 through FY2012				
	2008-2009	2009-2010	2010-2011	2011-2012
Permits Privilege Fees & Licenses	11,000	11,000	8,500	8,500
Revenue from Use of Money/Property	240,786	227,000	148,000	146,000
Charges for Services	4,551,700	3,784,998	3,848,444	3,846,600
Miscellaneous Revenue	49,200	36,300	34,800	34,800
Grant Revenue	2,221,571	50,000	200,000	0
Non-Revenue Receipts	1,078,000	446,063	375,000	325,000
Transfers & Reserves	1,190,956	-	235,228	336,747
TOTAL WATER/SEWER REVENUE	9,343,213	\$4,555,361	\$4,849,972	\$4,697,647

SUMMARY OF WATER AND SEWER EXPENDITURES for FY2009 through FY2012				
	2008-2009	2009-2010	2010-2011	2011-2012
Water Supply, Distribution & Billing	\$1,671,327	1,705,722	1,771,266	1,675,561
Wastewater Plant Operation	1,321,261	1,483,894	1,509,984	1,520,596
Water/Sewer Administration	746,974	766,696	730,722	726,490
Reserve for Contingencies	50,000	-	-	-
Debt Service	-	-	-	-
Subtotal	3,789,562	3,956,312	4,011,972	3,922,647
Capital Projects	2,042,608	410,000	838,000	775,000
Transfers & Reserves	3,511,043	189,049	-	-
TOTAL WATER/SEWER EXPENDITURES	9,343,213	4,555,361	4,849,972	\$4,697,647

Summary: The details of each department and section follow the respective narrative for that department or section.

SCHEDULE TO CONSIDER THE FISCAL YEAR 2011-2012 BUDGET

<u>DATE</u>	<u>EVENT</u>
September 30, 2010	Package of Budgetary Instructions Delivered to Agencies and Departments.
December 31, 2010	Funding Requests Submitted to Finance Director.
January 31, 2011	Draft Budget Completed by Finance Director and submitted to Town Manager
January 2011- End of March 2011	Town Manager's Review of Draft Budgets, studies/reports and preparation of recommended budget.
April 2011	Delivery of Proposed Budget to Council.
Mid-April and May 2011 (Dates to be determined by Council)	Worksessions on Proposed Budget. Proposed Date for Public Hearing and special meetings, if needed.
End of May 2011 - First of June 2011	Consideration/adoption of Fiscal Year 2011-2012 budget

**TOWN OF WARRENTON, VIRGINIA
SUMMARY OF GENERAL FUND BUDGET
FOR PROPOSED AND LAST FISCAL YEAR**

<u>REVENUES</u>	<u>ADOPTED 2010-2011</u>	<u>PROPOSED 2011-2012</u>
General Property Taxes	\$ 551,200	\$ 551,000
Other Local Taxes	5,541,754	5,679,800
Licenses, Permits & Fees	143,180	117,331
Fines & Forfeitures	139,100	140,000
Revenue from Use of Money/Property	53,300	38,600
Miscellaneous Revenue	83,346	89,500
Non-Categorical Aid	80,030	85,030
Categorical Aid	2,166,985	2,116,622
Transfers & Reserves	78,776	0
TOTAL GENERAL FUND REVENUES	\$ 8,837,671	\$ 8,817,883
<u>EXPENDITURES</u>		
Legislative Department	\$ 175,877	\$ 152,429
Executive Department	187,615	178,628
Legal Services	103,086	119,423
Finance Department	433,228	438,130
Memberships & Dues	7,012	6,762
Electoral Board & Officials		7,855
Public Safety Department	2,836,415	2,895,905
Public Works Department	2,923,800	2,917,026
Contributions	107,361	107,361
Planning & Community Development	409,631	365,527
Debt Service		-
Subtotal	\$ 7,184,025	\$ 7,189,046
Transfers & Reserves	1,653,646	1,628,837
TOTAL GENERAL FUND EXPENDITURES	\$ 8,837,671	\$ 8,817,883

General Fund Sources of Revenue

General Property Taxes

General Fund Revenues for FY2012 total \$8,817,883.

**Revenue Description:
FY2012 Estimate:**

**General Property Taxes
\$551,000**

FY2012 Proposed Property Tax Rates

Property Category	Tax Rate (per \$100 assessed valuation)	Assessment Ratio
Real Estate	\$0.015	100%
Mobile Homes	\$0.00	100%
Tangible Personal Property – General	\$1.00	100%
Tangible Personal Property – Handicapped	\$0.00	100%
Motor Homes, Campers and Boats	\$0.00	100%
Machinery and Tools	\$1.00	100%
Business Personal Property & Computers	\$1.00	100%

General property tax revenues account for 6.3% of General Fund revenue in FY2012. The reduction in overall reliance on general property taxes is an ongoing trend that began in FY1997. Several tax rate decreases and four general reassessments later, the Town once again maintains its tax rate to accommodate a ‘revenue neutral’ tax bill for the citizens of the Town of Warrenton. As a result of the 2009 reassessment, according to the Fauquier County Commissioner of Revenue, the Town had a decrease in assessed value for all residential property in 2010. The overall flattening of new and existing residential real estate construction and related sales, real estate tax revenues will be approximately the same for FY2012. In projecting real estate property tax revenues, the Town relies on assessed value projections prepared by Fauquier County that uses the following factors in determining property values:

- previous year's tax base
- cumulative values of all property reassessed during the year
- estimates of new construction
- estimates of building renovations, additions, etc.

In projecting personal property tax revenues, the Town adds prior years' total assessments and factors in current year estimates based upon historical trends. With the official demise of the 1998 Personal Property Tax Relief Act in FY2007, the Town of Warrenton proposes no personal property tax rate increase to maintain the provision of 100% of relief to the owners of qualified vehicles with the Town's share of categorical aid from the Commonwealth of \$718,492 for FY2012.

Personal property tax revenue estimates remain the same as the FY2011 estimate of \$325,000. The estimate remains the same due primarily to the lack of rebound in the economy. For tax year 2007 and onward, the Town will receive a fixed lump sum payment from the Commonwealth of \$718,492. This Categorical Aid item allowed the Town to provide relief of \$2,590,444 from July 1, 2006 through January 31, 2011, leaving a carryover to FY2012 of \$1,002,015. This carryover will be added to the FY2012 Commonwealth reimbursement of \$718,492 to enable Council to once again provide 100% relief for the tax year FY2012.

General Fund Sources of Revenue

Other Local Taxes

Revenue Description:
FY2012 Estimate:

Local Sales Tax
\$480,000

The Town of Warrenton and Fauquier County levy a 1% local sales tax as allowed by State law. This revenue item is collected by the Commonwealth, along with the variable rate state sales and use tax, and returned to the County for distribution. Fauquier County receives 50% of local sales tax collections with the remaining 50% split between the County and Incorporated Towns based on the number of school aged children in each locality. Revenue estimates are based on prior year's receipts and projected changes in retail sales based on historical trends and projected revenue by the Commonwealth. We are projecting an increase of \$30,000 which is consistent with the current monthly receipts. Local sales tax revenue account for 5.4 % of the Town's General Fund budget.

Revenue Description:
FY2012 Estimate:

Consumer Utility Taxes
\$479,000

The Town levies a consumer utility tax on residential and commercial electricity and natural gas utilities.

A consumer tax on electric utilities is as follows:

Residential	20% of the minimum monthly charge imposed plus \$.0158865 for each kilowatt-hour delivered. Maximum monthly tax is \$3.00.
Commercial/ Industrial	20% of the minimum monthly charge imposed plus \$.015009 for each kilowatt-hour delivered. Maximum monthly tax is \$20.00.

A consumer tax on natural gas utilities is as follows:

Residential	20% of the minimum monthly charge imposed plus \$.186 for each CCF delivered. Maximum monthly tax is \$3.00.
Commercial/Industrial	20% of the minimum monthly charge imposed plus \$.15566 for each CCF delivered. Maximum monthly tax is \$20.00.

Revenue estimates are based on prior year's revenues. A flat growth rate was used for this projection. Consumer utility taxes are a significant source of revenue for the Town, growing steadily over the past decade.

Revenue Description:

FY2012 Estimate:

**Business, Professional, Trade or Occupational License (BPOL)
\$1,350,000**

The Town requires every business located within the corporate limits to pay an annual license tax based upon the business's prior calendar year gross receipts. Businesses are taxed at varying rates based on classifications developed by the State:

Town of Warrenton Business, Professional, Trade or Occupational License (BPOL) Tax Rates – FY2012

Business Category	FY2010	FY2011	Maximum Allowed by State Law
Business, personal & repair services	18.70¢	18.70¢	36.00¢
Contractors	8.50¢	8.50¢	16.00¢
Professional, financial & real estate services	29.75¢	29.75¢	58.00¢
Retail	10.00¢	10.00¢	20.00¢
Wholesale	4.25¢	4.25¢	5.00¢

While this tax and the associated revenue are closely tied to the success of the business community, the actual revenue received over the past ten years has been relatively stable. Revenue estimates are developed focusing on prior year's receipts, tax rate changes, and general economic trends. Physical observation and subsequent identification of new unlicensed businesses within the corporate limits, an annual function of the finance department, provide additional sources for taxation and are taken into consideration in budgetary estimates. It remains clear that the BPOL levied on local business represent a sizeable revenue source accounting for approximately 15.3 % of the General Fund budget.

Revenue Description:
FY2012 Estimate:

Franchise Fee Utilities
\$47,800

In prior years, the Town levied a franchise fee on all public utilities providing services to Town Citizens. Effective January 1, 2001, the franchise fee for electric and natural gas utilities became known as the "local consumption tax" due to state law changes, and is in lieu of the gross receipts tax previously imposed by localities on public utilities. Annual budget estimates are based on historical data. Collected for ten years, this revenue source has become more stable and more accurate historical trends have become available. For FY2012, estimates for the two remaining components of this local tax are relatively flat.

The FY2012 tax rate for the local electric utility consumption tax, as set by the Commonwealth is:

Level of Consumption	Tax Rate
First 2,500 kWh delivered	\$0.00038 per kWh
Over 2,500 but less than 50,000 kWh	\$0.00024 per kWh
In excess of 50,000 kWh	\$0.00018 per kWh

The FY2012 tax rate for the local natural gas utility consumption tax, as set by the Commonwealth is \$0.004 per 100 cubic feet (CCF) delivered per month on the first 500 CCF.

The FY2012 gross receipts tax on telephone utilities was repealed and replaced by the 5% Communications Sales and Use Tax effective January 1, 2007. Estimates from this revenue stream are included in the State Communications Sales and Use Tax section below.

The FY2012 franchise fee on cable TV was repealed and replaced by the 5% State Communications Sales and Use Tax effective January 1, 2007. Estimates from this revenue stream are included in the State Communications Sales and Use Tax section below.

Revenue Description:
FY2012 Estimate:

Motor Vehicle Licenses
\$99,000

The Town requires a motor vehicle decal to be placed on all motor vehicles garaged in the Town as proof of payment of personal property taxes. Annual budget estimates, based on historical data, a decrease in cost for senior citizens beginning in FY2003, and a decrease in cost for all decals in FY2004, yield 1.1 % of General Fund revenues for FY 2012.

Revenue Description:
FY2012 Estimate:

Bank Stock Tax
\$450,000 *467,343*

The Town levies a tax on the net capital of all banks located within the corporate limits at the rate of 80% of the State's franchise tax rate. The Town's current rate is 80¢ per \$100 of net capital. Annual budget estimates are based on historic data and have declined since FY2005 due to the closings, mergers and acquisitions. The revenue estimate for FY2012 projects an increase of \$87,000 from the FY2011 budget estimate to keep in line with actual FY2010 receipts. The importance of this revenue line item in the overall General Fund budget requires close monitoring to determine the fiscal impact economic changes will have on the Town. Bank Stock Tax currently accounts for nearly 5.1% of FY2012 General Fund revenues.

Revenue Description:
FY2012 Estimate:

Meals Tax
\$1,900,000

The Town levies a 4% local tax on meals as defined by the model meals tax ordinance adopted in 2000. A significant source of revenue, representing 21.5% of FY2012 General Fund revenue, it is largely dependent on the regional travel and tourism economy and the quality and quantity of available establishments within the Town limits. Collected for the first time in FY1987, meals tax revenues have been consistent, showing a direct relation to the general economic climate. The FY2012 estimate assumes an increase due in part to several new restaurant openings within the corporate limits.

Revenue Description:
FY2012 Estimate:

Cigarette Tax
\$184,000

The Town levies a local tax on all cigarettes sold within the corporate limits. The FY2012 tax rate remains at 7.5 mills (.0075¢) per cigarette or 15¢ per packet. First levied in FY1992, this revenue stream is showing a slight downward movement. This may be due to the sluggish economy or impact health related problems linked to cigarette smoking. In FY2012, cigarette tax revenue is expected to account for 2.1% of all General Fund revenue.

Revenue Description:
FY2012 Estimate:

Transient Occupancy Tax
\$140,000

Transient occupancy tax collections have decreased during the past several years. FY2012 revenues are estimated with emphasis placed upon historical trends and current economic projections. For the upcoming fiscal year, estimates for transient occupancy tax are adjusted slightly downward due to the current economic trend. Transient occupancy tax accounts for 1.6% of total General Fund revenue.

Note: All local taxes levied are specifically authorized under the laws of the Commonwealth of Virginia at varying allowable levels.

Revenue Description:
FY2012 Estimate:

Communications Sales & Use Tax
\$550,000

The Town previously levied a consumer utility tax on telephone and cable utilities. This revenue source was eliminated by the 2007 General Assembly effective January 1, 2007 and replaced by a 5% Communications Sales and Use Tax. With the assurance from the Commonwealth that the elimination of this tax would be revenue neutral to all localities, each town, city, and county underwent a formal audit of telecommunications tax receipts it received in FY2006. The results of these audits will be used to allocate the new state telecommunications tax back to the individual localities. This local tax consists of the following components, formerly levied by the Town:

Consumer Utility Taxes – Telephone
Franchise Fee – Cable
Franchise Fee – Telephone

General Fund Sources of Revenue

Other

The balance of General Fund revenue for FY2012 totals \$2,587,083 or 29.3% of all General Fund revenues. These revenue sources consist primarily of reimbursements, aid or grants from the Commonwealth of Virginia and Federal Government, fines, investment income, miscellaneous user fees and transfers.

**Revenue Description:
FY2012 Estimate:**

**Permits, Fees & Licenses
\$117,331**

This revenue source consists primarily of user and permit fees for building or planning related items. In 2005, the Town studied the fee schedules of other jurisdictions within the Commonwealth and found it appropriate to revise and amend a portion of the Town's fee structure to reflect the updated cost of development services and include service elements that were not previously in the fee schedule. Zoning and land development application fees were revised at that time and once again used as a basis for budget estimates in FY2012. Total revenues in this category have been adjusted according to estimates of zoning and building activity in conjunction with the proposed revisions in the fee schedules.

Additionally, user fees associated with the Town's Municipal Cemetery are included in this revenue category.

**Revenue Description:
FY2012 Estimate:**

**Fines & Forfeitures
\$140,000**

Court Fines & Forfeitures are traffic, civil and criminal fines received from General District and Circuit Courts. Parking Fines are those assessed by the Town Police Department and collected by the Town.

Revenue Description:
FY2012 Estimate:

Revenue from Use of Money/Property
\$38,600

Interest and investment revenue fluctuates with the general economy and the level of the Town's cash balance. The decrease in this line item is due to lower than expected market yields. Continued use of excess funds for the Capital Projects and the unknowns relating to timing of substantial payments to vendors make this revenue category difficult to project. Rental income from lease of General Fund property is also reflected in this line item and is based upon current lease agreements.

Revenue Description:
FY2012 Estimate:

Miscellaneous Revenue
\$89,500

The primary source of revenue in this category is the fourth annual contribution to the support of the Warrenton Fauquier Visitor Center by Fauquier County. Their FY2012 contribution is based on 50% of the FY2011 projected expenditures for the Visitor Center. Additionally, this revenue category consists primarily of recycling income, recovered costs, revenue from sale of plastic trashcan liners and sale of miscellaneous material and supplies. Also included is the sale of cemetery lots and proffers for traffic control, recreation, fire, and rescue. Revenue estimates, based on historical data, anticipated new construction build-out, and other contractual commitments by commercial and residential builders and developers, represent approx 1.0% of total General Fund revenue estimates for FY2012.

Revenue Description:
FY2012 Estimate:

Non-Categorical Aid
\$85,030

Receipts from the Commonwealth not earmarked for a particular program are included in this category.

Motor Vehicle Rental Tax	85,000
Rolling Stock Tax	30
Total Non-Categorical Aid	\$85,030

The Commonwealth eliminated ABC profits to Towns in FY2009. A 5% tax on short-term vehicle rentals is collected by the Virginia Department of Motor Vehicles, and then returned to the locality in which the rental took place. This revenue line item is affected inversely by a downturn in the economy. Rolling Stock tax is levied by the Commonwealth on railroad lines and motor carriers located within the corporate limits and varies slightly each year.

599 Aid to Localities with Police Departments

	Actual FY 2011 Allocations	Original FY 2012 Allocations	Revised FY 2012 Allocations
Kilmarnock	\$30,058	\$26,917	\$29,003
Lacrosse	\$14,955	\$13,392	\$14,430
Lawrenceville	\$30,452	\$27,270	\$29,383
Lebanon	\$79,634	\$71,312	\$76,838
Leesburg	\$859,462	\$769,645	\$829,288
Louisa	\$36,449	\$32,640	\$35,169
Luray	\$120,376	\$107,797	\$116,150
Marion	\$152,210	\$136,303	\$146,866
Mckenney	\$11,870	\$10,629	\$11,453
Middleburg	\$20,779	\$18,607	\$20,049
Middletown	\$26,849	\$24,043	\$25,906
Montross	\$7,674	\$6,872	\$7,405
Mount Jackson	\$42,741	\$38,275	\$41,241
Narrows	\$52,933	\$47,401	\$51,074
New Market	\$44,370	\$39,733	\$42,812
Ocoquan	\$22,072	\$19,765	\$21,297
Onancock	\$36,843	\$32,993	\$35,550
Onley	\$12,289	\$11,005	\$11,858
Orange	\$106,779	\$95,620	\$103,030
Parksley	\$20,655	\$18,496	\$19,929
Pearisburg	\$68,331	\$61,190	\$65,932
Pembroke	\$28,699	\$25,700	\$27,692
Pennington Gap	\$43,704	\$39,137	\$42,170
Pocahontas	\$10,686	\$9,569	\$10,311
Pound	\$26,750	\$23,955	\$25,811
Pulaski	\$226,266	\$202,620	\$218,322
Purcellville	\$110,529	\$98,978	\$106,649
Quantico	\$17,658	\$15,813	\$17,038
Remington	\$16,460	\$14,740	\$15,882
Rich Creek	\$16,732	\$14,983	\$16,144
Richlands	\$138,563	\$124,082	\$133,698
Rocky Mount	\$112,406	\$100,659	\$108,459
Rural Retreat	\$33,092	\$29,634	\$31,931
Saltville	\$56,042	\$50,185	\$54,075
Scottsville	\$13,071	\$11,705	\$12,612
Shenandoah	\$46,320	\$41,479	\$44,694
Smithfield	\$167,411	\$149,916	\$161,533
South Hill	\$113,071	\$101,255	\$109,102
St. Paul	\$23,863	\$21,369	\$23,025
Stanley	\$32,944	\$29,501	\$31,787
Stephens City	\$34,377	\$30,784	\$33,170
Strasburg	\$103,423	\$92,615	\$99,792
Tangier	\$17,225	\$15,425	\$16,620
Tappahannock	\$52,908	\$47,379	\$51,051
Tazewell	\$102,633	\$91,907	\$99,029
Timberville	\$42,026	\$37,634	\$40,550
Victoria	\$43,827	\$39,247	\$42,289
Vienna	\$389,768	\$349,036	\$376,084
Vinton	\$196,232	\$175,725	\$189,343
Wakefield	\$24,258	\$21,723	\$23,406
Warrenton	\$204,698	\$183,307	\$197,512
Warsaw	\$33,734	\$30,208	\$32,549
Waverly	\$54,266	\$48,595	\$52,361
Weber City	\$31,784	\$28,463	\$30,669
West Point	\$73,687	\$65,986	\$71,100
White Stone	\$8,637	\$7,735	\$8,334
Windsor	\$59,373	\$53,169	\$57,289
Wise	\$79,782	\$71,444	\$76,981
Woodstock	\$102,484	\$91,774	\$98,886
Wytheville	\$195,370	\$174,953	\$188,511
Town Aid	\$10,527,153	\$9,427,031	\$10,157,567

Estimates for non-categorical aid are based on State budgetary forecasts provided to local governments. Non-categorical aid currently represents 1.0% of the proposed General Fund budget.

Revenue Description:

Categorical Aid

FY2012 Estimate:

\$2,116,622

This revenue category reflects all grants and reimbursements due from the Commonwealth and Federal Government that are to be expended by the locality for specific programs. Dollar amounts in this category are based on specified reimbursement rates which are previously approved grants and vary from year to year based upon program availability and established reimbursement rates. Estimates in all categories are based on preliminary estimates from the Commonwealth with the exception of street and highway maintenance which is based on an actual per mile reimbursement rate for Town maintained arterial and collector streets. The Town anticipates Categorical items to remain flat at the FY2011 level. FY2012 Categorical Aid items include:

DESCRIPTION	PROJECTION
DJCP Law Enforcement Grant – Section 599 Funds	204,700
Street & Highway Maintenance	1,169,430
Litter Control Grant	3,000
PPTRA Revenue	718,492
Distribution of Fire Programs	16,000
Bluemont Concert Series Pass Through Grant	5,000
TOTAL CATEGORICAL AID	\$2,116,622

↓ 197,512

With the transition of the PPTRA program from a vehicle based entitlement plan to a fixed block grant funding based on guaranteed annual funding, the Town's allocation of the \$950 million pie is \$718,492 and must be used to provide tax relief to owners of qualified vehicles. With the changes in the method of allocating funding from a percentage relief to a fixed annual amount, it is clear that this action by the Commonwealth may have a negative impact on General Fund revenues in the years to come.

	----- Prior Years -----			----- FY/2011 Current Year -----			----- FY/2012 Budget Year -----		
	Revenue FY/2008	Revenue FY/2009	Revenue FY/2010	Adopted Budget	Actual On 2011/03	Projected Revenue	Department Request	WARRENTON Recommends	Adopted Budget
000999									
011000									
011010									
011010-0105									
011010-1993						92-			
011010-1994			33-			81-			
011010-1995			98-			81-			
011010-1996			244-			68-			
011010-1997	5-		244-						
011010-1998	5-		240-						
011010-1999	4-		300-						
011010-2000	3-		279-						
011010-2001	2-		121-						
011010-2002	2-		93-						
011010-2003	2-		93-						
011010-2004	19		93-						
011010-2005	119-	3	107-						
011010-2006	1,899-	419-	135-		25-				
011010-2007	125,797-	1,193-	199-		96-				
011010-2008	133,781-	123,837-	1,016-		484-				
011010-2009		134,701-	125,208-		1,333-				
011010-2010			106,412-	210,000-	94,109-				
011010-2011							210,000-		
							210,000-		
	261,600-	260,147-	234,915-	210,000-	96,369-				
011020									
011020-2005									
011020-2006	8-								
011020-2007	2,338-	12-	6-						
011020-2008	2,108-	1,822-	392-						
011020-2009		2,138-	2,217-		21-				
011020-2010			2,213-	4,200-	2,121-				
011020-2011							4,200-		
							4,200-		
	4,454-	3,972-	4,828-	4,200-	2,142-				
011030									
011030-2000						16-			
011030-2001									
011030-2002	449-	6			12-				
011030-2003	885-	16			21-				
011030-2004	1,108-	430-	376-						
011030-2005	3,587-	1,105-	147-		45-				
011030-2006	2,484-	1,285-	634-		92-				
011030-2007	339,350-	6,761-	417-		445-				
011030-2008	884	344,085-	9,006-		686-				
011030-2009			312,827-		3,902-				
011030-2010				325,000-	326,075-				
011030-2011							325,000-		
							325,000-		
	346,979-	353,644-	323,407-	325,000-	331,294-				

		Prior Years			FY/2011 Current Year		FY/2012	Budget Year	
	Revenue	Revenue	Revenue	Adopted	Actual On	Projected	Department	WARRENTON	
	FY/2008	FY/2009	FY/2010	Budget	2011/03	Revenue	Request	Recommends	
								Adopted	
								Budget	
011060	** PENALTIES & INTEREST **								
011060-0001	PENALTIES-DEL. TAXES	8,117-	8,080-	7,713-	8,000-	4,455-		7,800-	
011060-0002	INTEREST-DEL. TAXES	3,695-	2,969-	5,465-	4,000-	1,932-		4,000-	
	--TOTAL DEPARTMENT--	11,812-	11,049-	13,178-	12,000-	6,387-		11,800-	
TOTAL - ** GENERAL PROPERTY TAXES **		624,845-	628,812-	576,328-	551,200-	436,192-		551,000-	
012000	** OTHER LOCAL TAXES **								
012010-0001	LOCAL SALES TAX	509,630-	461,030-	448,227-	450,000-	356,896-		480,000-	
	--TOTAL DEPARTMENT--	509,630-	461,030-	448,227-	450,000-	356,896-		480,000-	
012020	** CONSUMER'S UTILITY TAXES								
012020-0001	ELECTRICAL UTILITY TAX	315,862-	297,075-	349,899-	322,630-	216,927-		324,000-	
012020-0002	NATURAL GAS UTILITY TAX	146,880-	161,282-	160,570-	145,000-	119,038-		155,000-	
012020-0003	TELEPHONE UTILITY TAX	8-		877-		4-			
	--TOTAL DEPARTMENT--	462,750-	458,357-	511,346-	467,630-	335,969-		479,000-	
012030	** BUSINESS LICENSE TAXES **								
012030-2002	2002 BPOL			33					
012030-2003	2003 BPOL	5,135-							
012030-2004	2004 BPOL	7,601-				168-			
012030-2005	2005 BPOL	11,434-	39-	84-					
012030-2006	2006 BPOL	10,915-	39-	47-					
012030-2007	2007 BPOL	13,065-	15	4,840-					
012030-2008	2008 BPOL	149,751-	10,228-	8,375-		13-			
012030-2009	2009 BPOL	1,140,158-	183,590-	13,748-		3,878-			
012030-2010	2010 BPOL		1,054,890-	299,403-		9,554-			
012030-2011	2011 BPOL			1,079,430-	1,400,000-	196,596-			
012030-2012	2012 BPOL					150,201-		1,350,000-	
012030-3000	PRECIOUS METALS & GEMS PERMI			200-		200-			
	--TOTAL DEPARTMENT--	1,338,059-	1,248,771-	1,406,094-	1,400,000-	360,610-		1,350,000-	
012040	** FRANCHISE LICENSE TAXES *								
012040-0001	FRANCHISE FEE-CABLE TV		39,200-	2,529-					
012040-0002	CONSUMPTION TAX-ELECTRIC	34,580-	35,027-	40,839-	38,800-	28,046-		38,800-	
012040-0003	CONSUMPTION TAX-NATURAL GAS	22,179-	11,522-	10,617-	9,995-	6,201-		9,000-	
012040-0004	FRANCHISE FEE-TELEPHONE	14,433-	22,676-	34,511-		25,406-			
012040-0006	FRANCHISE FEE - FIBER					2,000-			
	--TOTAL DEPARTMENT--	71,192-	108,425-	88,496-	48,795-	61,653-		47,800-	
012050	** MOTOR VEHICLE LICENSE **								
012050-2005	2005 MOTOR VEHICLE LICENSES					195-			
012050-2007	2007 MOTOR VEHICLE LICENSES	4,910-							
012050-2008	2008 MOTOR VEHICLE LICENSES	86,544-	4,805-						
012050-2009	2009 MOTOR VEHICLES LICENSE		91,440-	5,141-					
012050-2010	2010 MOTOR VEHICLE LICENSE			93,910-	92,000-	5,094-			

	Prior Years			FY/2011 Current Year			FY/2012 Budget Year		
	Revenue FY/2008	Revenue FY/2009	Revenue FY/2010	Adopted Budget	Actual On 2011/03	Projected Revenue	Department Request	WARRENTON Recommends	Adopted Budget
012050-2011	** MOTOR VEHICLE LICENSE **								
	2011 MOTOR VEHICLE LICENSE								
	91,454-	96,245-	99,051-	92,000-	83,501-		99,000-		
	--TOTAL DEPARTMENT--								
	91,454-	96,245-	99,051-	92,000-	88,790-		99,000-		
012060	** BANK STOCK TAXES **								
012060-0001	BANK FRANCHISE TAXES								
	354,680-	355,391-	457,211-	363,000-	16,909-		450,000-		
	--TOTAL DEPARTMENT--								
	354,680-	355,391-	457,211-	363,000-	16,909-		450,000-		
012070	** MEALS TAXES **								
012070-2005	2005 MEALS TAX								
			7						
012070-2006	2006 MEALS TAX								
	5,064-	79	940-		320-				
012070-2007	2007 MEALS TAX								
	889,141-	2,166-	500-		350-				
012070-2008	2008 MEALS TAX								
	854,870-	1,092,075-	187						
012070-2009	2009 MEALS TAX								
		722,254-	1,047,596-		438				
012070-2010	2010 MEALS TAX								
			718,253-	1,800,000-	1,135,607-				
012070-2011	2011 MEALS TAX								
					169,097-		1,900,000-		
	--TOTAL DEPARTMENT--								
	1,749,075-	1,816,416-	1,767,095-	1,800,000-	1,304,936-		1,900,000-		
012080	** TOBACCO TAXES **								
012080-0001	CIGARETTE TAX								
	222,415-	189,124-	200,124-	200,000-	120,326-		184,000-		
	--TOTAL DEPARTMENT--								
	222,415-	189,124-	200,124-	200,000-	120,326-		184,000-		
012100	** HOTEL & MOTEL ROOM TAXES								
012100-2007	2007 LODGING TAX								
	83,827-								
012100-2008	2008 LODGING TAX								
	67,445-	110,655-							
012100-2009	2009 LODGING TAX								
		63,743-	102,661-						
012100-2010	2010 LODGING TAX								
			56,985-	180,000-	91,028-				
012100-2011	2011 LODGING TAX								
					8,223-		140,000-		
	--TOTAL DEPARTMENT--								
	151,272-	174,398-	159,646-	180,000-	99,251-		140,000-		
012200	**COMMUNICATIONS SALES TAX**								
012200-0001	COMMUNICATIONS SALES & USE T								
	618,169-	561,660-	564,001-	540,329-	432,181-		550,000-		
	--TOTAL DEPARTMENT--								
	618,169-	561,660-	564,001-	540,329-	432,181-		550,000-		
TOTAL - ** OTHER LOCAL TAXES **									
	5,568,696-	5,469,817-	5,701,291-	5,541,754-	3,177,521-		5,679,800-		
013030	** PERMITS & OTHER LICENSE *								
013030-0007	SUBDIVISION FEES								
	25,150	4,920-	2,680-	4,280-	550-		1,410-		
013030-0008	BUILDING PERMITS								
	92,513-	58,470-	32,333-	31,388-	18,191-		27,395-		
013030-0009	ZONING PERMITS								
	6,705-	5,660-	6,210-	6,310-	3,480-		4,554-		
013030-0010	ELECTRICAL PERMITS								
	12,492-	13,384-	8,962-	9,450-	5,385-		8,224-		
013030-0011	PLUMBING PERMITS								
		19,146-	11,969-	13,524-	7,373-		8,841-		
013030-0012	MECHANICAL PERMITS								
		8,950-	6,405-	6,900-	3,559-		4,900-		
013030-0013	VA STATE FEE LEVY								
	2,565	121-	67-	246-	151-		358-		
013030-0014	MISC PERMITS								
		478-	164-	384-			350-		
013030-0019	SIGN PERMITS								
	10,612-	7,550-	5,068-	5,210-	5,701-		5,350-		

	Revenue FY/2008	Prior Years Revenue FY/2009	Revenue FY/2010	FY/2011 Adopted Budget	Current Year Actual On 2011/03	Projected Revenue	FY/2012 Department Request	Budget Year WARRENTON Recommends	Adopted Budget
** PERMITS & OTHER LICENSE *									
013030-0020		1,329-	3,692-	2,054-	5,624-		2,039-		
013030-0021		845-	486-	390-	455-		300-		
013030-0023	3,810-	3,710-	4,100-	4,350-	2,951-		4,200-		
013030-0026	25,100-	28,950-	21,350-	20,000-	14,800-		16,000-		
013030-0030									
013030-0031									
013030-0032	5,661-	5,512-	1,121-	1,000-	2,537-		1,000-		
013030-0035			2,353-	500-			500-		
013030-0036			1,050-	1,000-	1,050-		1,050-		
013030-0037	19,641	6,664	7,665-	13,030-	7,757-		10,758-		
013030-0038	41,833-	42,674-	21,788-	19,222-	10,827-		15,552-		
013030-0040									
013030-0041	1,850-	660-	900-	1,500-	1,230-		1,500-		
013030-0042									
013030-0043		795-	4,115-	2,442-	4,043-		3,050-		
	<u>153,220-</u>	<u>196,490-</u>	<u>142,478-</u>	<u>143,180-</u>	<u>95,664-</u>		<u>117,331-</u>		
TOTAL - ** PERMITS & OTHER LICENSE *									
	<u>153,220-</u>	<u>196,490-</u>	<u>142,478-</u>	<u>143,180-</u>	<u>95,664-</u>		<u>117,331-</u>		
** FINES & FORFEITURES **									
014010									
014010-0001	93,367-	107,376-	117,171-	97,900-	126,527-		100,000-		
014010-0002	26,150-	43,405-	49,985-	41,200-	34,125-		40,000-		
	<u>119,517-</u>	<u>150,781-</u>	<u>167,156-</u>	<u>139,100-</u>	<u>160,652-</u>		<u>140,000-</u>		
TOTAL - ** FINES & FORFEITURES **									
	<u>119,517-</u>	<u>150,781-</u>	<u>167,156-</u>	<u>139,100-</u>	<u>160,652-</u>		<u>140,000-</u>		
** REVENUE USE OF MONEY **									
015000									
015010-0001	402,506-	235,729-	37,192-	45,000-	16,741-		25,000-		
015010-0003									
	<u>402,506-</u>	<u>235,729-</u>	<u>37,192-</u>	<u>45,000-</u>	<u>16,741-</u>		<u>25,000-</u>		
TOTAL - ** REVENUE USE OF MONEY **									
	<u>402,506-</u>	<u>235,729-</u>	<u>37,192-</u>	<u>45,000-</u>	<u>16,741-</u>		<u>25,000-</u>		
** REVENUE USE OF PROPERTY **									
015020									
015020-0001	3,720-	3,875-	5,385-	3,900-	3,695-		7,600-		
015020-0005	3,855-	5,995-	6,455-	4,400-	4,535-		6,000-		
	<u>7,575-</u>	<u>9,870-</u>	<u>11,840-</u>	<u>8,300-</u>	<u>8,230-</u>		<u>13,600-</u>		
TOTAL - ** REVENUE USE OF PROPERTY **									
	<u>7,575-</u>	<u>9,870-</u>	<u>11,840-</u>	<u>8,300-</u>	<u>8,230-</u>		<u>13,600-</u>		
** RECOVERIES & REBATES **									
018030									
018030-0001	108,530-	35,132-	72,331-	15,000-	23,486-		20,000-		
	<u>108,530-</u>	<u>35,132-</u>	<u>72,331-</u>	<u>15,000-</u>	<u>23,486-</u>		<u>20,000-</u>		

	Revenue FY/2008	Prior Years Revenue FY/2009	Revenue FY/2010	FY/2011 Adopted Budget	Current Year Actual On 2011/03	Projected Revenue	Department Request	FY/2012 WARRENTON Recommends	Budget Year Adopted Budget
018990									
018990-0001	3,240-	13,289-	1,381-	2,000-	2,557-		2,000-		
018990-0002			13,401-	10,000-	2,251-		8,000-		
018990-0004	1,660-	1,328-	1,007-	1,000-	701-		400-		
018990-0005									
018990-0006	6,574-	20-	20-	1,000-			1,000-		
018990-0007		400-							
018990-0013	3,073-	3,460-	3,533-	3,500-	2,427-		3,500-		
018990-0014	20,255-	8,570-	13,389-	12,000-	13,728-		12,000-		
018990-0041	7,969-	404-	404-						
018990-0044	22,500-								
018990-0052	2,000-	1,500-	45-		800-				
018990-0057	42,719-	42,719-	42,600-	38,846-	42,600-		42,600-		
018990-0071			175-						
	109,990-	71,690-	75,955-	68,346-	65,064-		69,500-		
TOTAL - ** RECOVERIES & REBATES **	218,520-	106,822-	148,286-	83,346-	88,550-		89,500-		
022010									
022010-0003	60,071-	74,146-	83,871-	80,000-	69,948-		85,000-		
022010-0008	80-	30-	112-	30-	11-		30-		
022010-0010									
	60,151-	74,176-	83,983-	80,030-	69,959-		85,030-		
TOTAL - ** NONCATEGORICAL AID **	60,151-	74,176-	83,983-	80,030-	69,959-		85,030-		
024040									
024040-0001	234,828-	225,999-	207,132-	204,683-	153,525-		204,700-		
024040-0002			8,577-						
024040-0003									
024040-0004									
024040-0006	1,078,245-	1,130,813-	1,120,895-	1,131,310-	584,715-		1,169,430-		
024040-0007	3,685-	3,588-	2,931-	4,000-	3,380-		3,000-		
024040-0008	5,450-	887-	6,918-		2,671-				
024040-0010	718,492-	718,492-	718,492-	718,492-	718,492-		718,492-		
024040-0012	17,583-		36,553-	16,000-	17,062-		16,000-		
024040-0014	5,000-	5,000-	5,000-	5,000-	5,000-		5,000-		
024040-0019									
024040-0020		19,052-							
024040-0022					9,394-				
024040-0023									
024040-0024	315-								
024040-0098	88,577-	131,444-	159,065-	60,000-					
024040-0099		2,940-	512-		4,472-				

**Town of Warrenton
FY2012 Budget**

Function:	Governmental
Fund:	General
Department:	

Program Description:

The General Fund accounts for all revenue and expenditures applicable to the general operations of the Town that are not accounted for in other funds.

Manager's Message:

The General Fund is a budget supported by local tax revenues, locally generated fees and, to a certain extent, state reimbursements used to support functions which governments are typically expected to provide to their citizens. The proposed FY2012 General Fund budget is \$8,817,883 a decrease of \$19,788 from the current fiscal year. This represents a 0.2% decrease from the FY2011 budget.

Personnel Summary:

	Actual FY2009	Actual FY2010	Budget FY2011	Proposed FY2012	Change
Full Time	68.15	68.15	68.15	67.15	0.00
Part Time	14.00	14.00	14.00	15.00	0.00
Total	82.15	82.15	82.15	82.15	0.00

**Town of Warrenton
FY 2012 Budget**

Function:	Legislative
Fund:	General
Department:	Town Council

Program Description:

The Council of the Town of Warrenton consists of seven Council members and an independently elected Mayor, each of whom serve four-year overlapping terms. All legislative powers of the Town are vested in the Town Council. The Mayor of Warrenton presides over the meetings of Council, but does not vote in the Council meetings except in the case of a tie.

The Council, under the laws of the Commonwealth of Virginia and the Town Charter, determines the needs of the citizenry and the best way to respond to these needs, establishes ordinances, policies, and budgets which underwrite the kind, manner, and cost of the types of services to be delivered.

Manager's Message:

The FY2012 proposed budget for Town Council operating expenses is \$152,429. The proposed budget includes \$2,000 for continuation of indexing of Council minutes, maintaining the Town Code on the Internet by Municipal Code Corporation, and microfilming Council records.

The Council budget includes funds for the Mayor and Council member's salaries and fringe benefits, fifty percent of the part-time position for the Town Recorder/Executive Secretary, advertising costs for Council-related public hearings, travel expenses for elected officials to attend conferences and other typical operating expenses to support Mayoral and Council activities.

Data processing costs incurred for routine network support, hardware, software, infrastructure, communications, and maintenance are accounted for in the Data Processing Fund and allocated to the using departments based on the number of user accounts for each department. Per user costs for the data processing function are estimated to be \$2,377 per user for FY2012.

Personnel Summary:

	Actual FY2009	Actual FY2010	Budget FY2011	Proposed FY2012	Change
Full Time	.50	.50	.50	.00	-.50
Part Time	.00	.00	.00	.25	.25
Total	.50	.50	.50	.25	-.25

	Prior Expenditure FY/2009	Years Expenditure FY/2010	Adopted Budget	Current Actual On 2011/03	Year Projected Expenditure	Department Request	FY/2012 Budget Year Town Manager Recommends	Adopted Budget
011010								
011010-1000	9,600	9,600	9,600	7,200		9,600		
011010-1102	33,600	33,600	33,600	24,800		33,600		
011010-1103	32,387	27,481	27,487	9,938		15,046		
011010-1300	2,561	2,526						
011010-2100	5,300	4,731	5,408	2,861		4,456		
011010-2300	40,246	42,231	39,029	23,112		40,657		
011010-2400	257	163						
011010-2700	59	45	54			54		
011010-2899	1,474	2,160	1,478	2,296		1,478		
011010-3100	196		1,500			1,000		
011010-3101	2,663	1,669	4,400	1,875		4,400		
011010-3105	600							
011010-3200			250			250		
011010-3320		145	950			950		
011010-3350			12,500	32,120				
011010-3500	4,347	4,708	5,000	3,617		5,000		
011010-3600	899	1,725	1,500	1,407		1,500		
011010-3901	1,325	950	2,000	1,236		2,000		
011010-4100	1,534	2,153	6,048	7,206		7,127		
011010-5210	2,669	2,144	3,000	1,974		3,000		
011010-5230	907	1,022	700	820		700		
011010-5306	35	30	41	31		41		
011010-5307	9,039	8,589	10,104	10,043		10,104		
011010-5308	754	728	978	643		1,216		
011010-5410	2,465	2,438	2,000	1,999		2,000		
011010-5510	3,125	3,586	4,000	2,907		4,000		
011010-5540	3,390	2,338	1,700			1,700		
011010-5810		38	100	55		100		
011010-5890	895	453	1,500	205		1,500		
011010-6001	1,611	604	850	462		850		
011010-6012	93		100			100		
--SUB TOTAL--	162,031	155,857	175,877	136,807		152,429		
--TOTAL--	162,031	155,857	175,877	136,807		152,429		

**Town of Warrenton
FY2012 Budget**

Function:	General and Financial Administration
Fund:	General
Department:	

Program Description:

General and Financial Administration includes funding for operation of the Town Manager’s Office, Department of Finance and Human Resources, the General Fund related activities of the Town Attorney’s office, and Town Memberships and Dues.

Manager’s Message:

General and Financial Administration includes funding for daily operation of the Town Manager’s Office, Department of Finance and Human Resources, General Fund related activities of the Town Attorney’s office, payments to the Board of Elections for holding Town elections, Town memberships and dues. Total expenditures for the proposed FY2012 are \$750,798, a 2.7% increase, or \$19,857 above the adopted FY2011 budget. Funding in this category represents 8.5% of the total General Fund budget for FY2012.

Personnel Summary:

	Actual FY2009	Actual FY2010	Budget FY2011	Proposed FY2012	Change
Full Time	5.50	5.50	5.50	5.25	-0.25
Part Time	.70	.70	.70	.70	0.00
Total	6.20	6.20	6.20	5.95	-0.25

**Town of Warrenton
FY2012 Budget**

Function:	General and Financial Administration
Fund:	General
Department:	Town Manager

Program Description:

The Town Manager's office is comprised of a manager and a part-time executive secretary that also serves as Town Recorder.

The Manager is responsible for ensuring that the Town's government functions smoothly on a daily basis. He also has specific responsibilities and authority, as conferred by the Town's Code and Charter.

Manager's Message:

The Town Manager's proposed budget for FY2012 of \$178,628 reflects a decrease of \$8,987 below FY2011. Also noted is the allocation of data processing expenses to each department for the fifth year. The Manager's salary and benefits, as noted in prior budgets, are split with the Utilities Fund on an 80/20 basis based upon division of duties to those program areas. The Recorder's part time salary, as previously noted, is split with the Council budget on a 50/50 basis. Other proposed expenditures continue funding for travel and training for the Recorder and Manager, as well as a continuation of general office expenses at previous levels of funding.

Data processing costs are estimated to be \$2,377 per user for FY2012. The Town Manager department has 1.5 users representing an allocation to account 4100 of \$3,563 for FY2012.

Personnel Summary:

	Actual FY2009	Actual FY2010	Budget FY2011	Proposed FY2012	Change
Full Time	1.30	1.30	1.30	.80	-0.50
Part Time	0.00	0.00	0.00	0.25	0.25
Total	1.30	1.30	1.30	1.05	-0.25

	Years		Current Year			FY/2012 Budget Year		
	Prior Expenditure FY/2009	Expenditure FY/2010	Adopted Budget	Actual On 2011/03	Projected Expenditure	Department Request	Town Manager Recommends	Adopted Budget
012110	** EXECUTIVE ADMINISTRATION							
012110-1101	93,574	104,400	105,888	77,772		111,031		
012110-1102	30,231	25,282	27,487	9,967		15,046		
012110-1300	2,223	438						
012110-2100	9,712	10,303	9,192	6,557		8,315		
012110-2210	14,678	15,316	12,474	8,253		13,179		
012110-2300	14,488	13,961	12,607	8,011		11,535		
012110-2400	1,035	833	837	192		311		
012110-2700	267	206	220	306		220		
012110-2840	3,224	3,360	3,360	2,240		3,360		
012110-2899	212	127	155	53		150		
012110-3100			100			100		
012110-3200			500			500		
012110-3310		88	100			100		
012110-3500	46							
012110-4100	3,989	2,799	3,024	3,603		3,563		
012110-5210	99	83	100	55		100		
012110-5230	2,824	2,792	2,000	2,000		2,000		
012110-5306	106	90	120	92		120		
012110-5307	1,130	1,074	1,201	1,255		1,201		
012110-5308	655	713	800	713		1,347		
012110-5410	2,165	2,308	1,900	2,142		1,900		
012110-5510	1,557	2,760	1,750	949		1,750		
012110-5540	468	826	800	40		800		
012110-5550			1,000					
012110-5810	745	1,132	1,000	1,117		1,000		
012110-6001	489	136	500	194		500		
012110-6012	790	867	500	224		500		
—SUB TOTAL—	184,707	189,894	187,615	125,735		178,628		
—TOTAL—	184,707	189,894	187,615	125,735		178,628		

**Town of Warrenton
FY2012 Budget**

Function:	General and Financial Administration
Fund:	General
Department:	Legal Services

Program Description:

The line of authority for the Town Attorney and other related legal assistance for the Town of Warrenton is outlined in the Town Code. The attorney is an employee of the Council, serving at Council's discretion. The Council "contracts out" legal services for the Town.

The Town Attorney advises Council and the Town staff on a wide range of legal issues that arise in the conduct of Town business such as traffic related cases, personnel issues, ordinance drafting, property and right of way acquisition and land use and planning issues. The Town Attorney also handles police matters including representing the Town in twice-monthly municipal court. The Town Attorney also works with the Planning Commission, Architectural Review Board and Board of Zoning Appeals as needed. Also contained in the legal budget for FY2012 is \$15,000.00 for redistricting that will take place as the result of the 2010 Census.

Manager's Message:

The legal services budget reflects the decision of the Town Council based on a Request for Proposal award. Beginning July 1, 2005, contractual professional legal fees were split 75%/ 25% between the general fund and the water & sewer fund.

	— Prior Years —		— Current Year —			—FY/2012 Budget Year —		
	Expenditure	Expenditure	Adopted	Actual On	Projected	Department	Town Manager	Adopted
	FY/2009	FY/2010	Budget	2011/03	Expenditure	Request	Recommends	Budget
012210								
012210-1100	2,400	2,400	2,400	1,800		2,400		
012210-2100	29	13	138	17		102		
012210-2300	11,173	12,316	8,802	8,794		9,498		
012210-2899						86		
012210-3100	76,125	79,931	83,928	62,946		64,519		
012210-3110						15,000		
012210-3120	125,103	172,320		46,787		20,000		
012210-5307	1,130	1,074	1,278	1,255		1,278		
012210-5510	620	1,298	2,500			2,500		
012210-5540	890	994	2,500	260		2,500		
012210-5810	270	545	540	545		540		
012210-6012	2,649	750	1,000	1,553		1,000		
—SUB TOTAL—	220,389	271,641	103,086	123,957		119,423		
—TOTAL—	220,389	271,641	103,086	123,957		119,423		

S/B # 86026 - done

Function:	General and Financial Administration
Fund:	General
Department:	Finance and Human Resources

Program Description:

The Finance and Human Resources Department provides overall management and supervision of the Town's financial and human resources operations. The department develops financial policy recommendations for the Town Manager and Council. It coordinates central systems development and administers the central computer system and website. The department provides general accounting and financial reporting services, prepares the Comprehensive Annual Financial Report (CAFR) and the annual budget, provides cash management and investments, coordinates capital financing, develops and administers personnel rules and regulation and administers the Town's data processing, purchasing and risk management functions. The staff also serves as the first point of contact with citizens either personally at Town Hall's reception desk or through monitoring of the Town's phone system and website email.

Manager's Message:

The Finance Department continues to establish itself as a department willing and capable of operating efficiently, providing a wide variety of essential services to both its external and internal customers in a timely manner.

With only minor budget increases over the past seven fiscal years, the range of services provided and responsibilities assumed have increased significantly. The department has continued to develop and monitor a Departmental Task Manager in an attempt to capture and better define the responsibilities of each member of the department. The Task Manager has helped the department to better schedule both routine and non-routine tasks.

Responsibilities of the department include tax billing and collection, maintenance of website, preparation and collection of utility bills, personnel administration, benefits administration, investment of Town funds, accounts payable, payroll, and administration of the cemetery records and management of all Town-related financial records.

The department's proposed FY2012 budget reflects an increase of \$4,902 or 1.1 % more than FY2011. This increase is due to a minor increase in health and dental costs and both increases and decreases in salaries and benefits when compared with the FY2011 budget.

Data processing costs incurred for routine network support, hardware, software, infrastructure, communications, and maintenance are accounted for in the Data Processing Fund and allocated to the using departments based on the number of user accounts for each department. Per user costs for the data processing function are estimated to be \$2,377 per user for FY2012. The Finance Department has an allocation to account 4100 of \$13,303 for FY2012.

Personnel Summary:

	Actual FY2009	Actual FY2010	Budget FY2011	Proposed FY2012	Change
Full Time	4.20	4.20	4.20	4.20	0.00
Part Time	.70	1.60	1.40	1.40	0.00
Total	4.90	5.80	5.60	5.60	0.00

FY 2010 Significant Accomplishments:

- Received Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial reporting for the Town's Comprehensive Annual Financial Report (CAFR) for the period ending 06/30/10
- Maintained a Departmental Task Manager, a dynamic document that clearly defines the responsibilities for each position
- Continue a cross-training program to insure uninterrupted service to Town citizens and other Town departments

FY 2012 Departmental Goals:

- Apply and receive Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial reporting for the Town's Comprehensive Annual Financial Report (CAFR)
- Maintain Departmental Task Manager, a dynamic document that clearly defines the responsibilities for each position
- Continue to cross-train employees for the most effective and efficient operation

	— Prior	Years	—	Current	Year	—	—FY/2012	Budget Year	—
	Expenditure	Expenditure		Actual On	Projected		Department	Town Manager	Adopted
	FY/2009	FY/2010	Adopted	2011/03	Expenditure		Request	Recommends	Budget
			Budget						
012420									
012420-1101	SALARY-FINANCE/HR DIRECTOR	62,087	68,030	71,497	51,528		75,661		
012420-1102	SALARY-ACCOUNT SUPERVISOR	33,971	36,446	39,336	26,955		39,788		
012420-1104	SALARY-ACCOUNT CLERKS	107,258	113,580	116,126	85,879		117,788		
012420-1300	WAGES & EXTRA HELP	28,347	25,436	30,341	19,212		29,359		
012420-2100	FICA EXPENSE	22,161	24,424	19,683	18,467		14,837		
012420-2210	RETIREMENT	24,266	27,493	26,547	17,670		27,585		
012420-2300	HEALTH INSURANCE	36,916	37,206	39,558	26,515		38,233		
012420-2400	LIFE INSURANCE	1,710	1,414	1,780	417		651		
012420-2700	WORKER'S COMPENSATION	454	351	560	594		560		
012420-2850	EMPLOYEE INCENTIVE PROG	1,256		2,000			2,000		
012420-2890	EMPLOYEE OF THE YEAR AWARD	1,624	1,624	1,700			2,000		
012420-2899	MISC. BENEFITS	698	571	644	323		644		
012420-3100	PROFESSIONAL SERVICES	218	15,449	3,000	261		3,000		
012420-3120	INDEPENDENT AUDITOR	14,853	14,853	15,000	14,892		17,500		
012420-3150	RECORDING COSTS	485	84	1,000			1,000		
012420-3310	CONTRACTUAL REPAIR/MAINT			500	135		500		
012420-3500	PRINTING	4,439	4,443	6,000	5,577		6,000		
012420-3600	ADVERTISING	2,725	1,586	3,000	1,032		2,000		
012420-4100	DATA PROCESSING	13,960	78,529	11,290	13,452		13,303		
012420-5210	POSTAGE	12,485	12,451	13,000	8,679		13,000		
012420-5230	COMMUNICATION	3,610	4,069	4,000	3,266		4,400		
012420-5306	SURETY BOND	1,624	1,575	1,800	1,583		1,800		
012420-5307	PUBLIC OFFICIAL LIAB INS	2,260	2,147	2,566	2,511		2,566		
012420-5308	GENERAL LIABILITY INS	1,502	1,669	1,600	1,510		2,855		
012420-5410	LEASE OF EQUIPMENT	4,243	3,039	4,500	2,076		3,050		
012420-5510	TRAVEL	504	133		95				
012420-5540	TRAINING	270	95						
012420-5810	MEMBERSHIPS & DUES	1,042	697	1,100	643		1,000		
012420-6001	OFFICE SUPPLIES	3,405	2,476	4,200	1,229		3,500		
012420-6012	SUBSCRIPTIONS	988	1,003	1,200	765		1,100		
012420-6021	MOTOR VEHICLE LICENSES	1,636	1,725	1,700	1,808		1,950		
012420-6022	SERVICE CHARGES	761	11,781	7,000	6,879		10,000		
012420-8202	FURNITURE & FIXTURES	1,189		1,000	260		500		
	—SUB TOTAL—	391,425	494,379	433,228	314,213		438,130		
	—TOTAL—	391,425	494,379	433,228	314,213		438,130		

**Town of Warrenton
FY2012 Budget**

Function:	General and Financial Administration
Fund:	General
Department:	Town Memberships & Dues

Program Description:

The Department contains costs relating to Town-wide memberships and dues in professional organizations providing resources to local governments. Group memberships include the Virginia Municipal League and the Institute of Government at the University of Virginia.

Manager's Message:

The Town is provided direct technical, lobbying, and legislative assistance through its participation in the Virginia Municipal League. There is no change in memberships and dues for the Virginia Institute of Governments, an organization which keeps local governments apprised of technological changes and product improvements.

A request for \$1,025 to fund the Town's continued membership in the Fauquier County Chamber of Commerce is included in the FY2012 proposed budget. The Greater Warrenton Chamber of Commerce is currently leasing space at the Town of Warrenton Visitor's Center. As part of this arrangement the Town's membership fee is covered.

	— Prior Years — Expenditure FY/2009	Expenditure FY/2010	Adopted Budget	Current Year Actual On 2011/03	Projected Expenditure	—FY/2012 Department Request	Budget Year Town Manager Recommends	Adopted Budget
012600								
012600-5811	5,168	5,237	5,237	5,237	_____	5,237	_____	
012600-5813	500	500	500	500	_____	500	_____	
012600-5814	1,025	1,025	1,025	1,025	_____	1,025	_____	
012600-5815				250	_____		_____	
—SUB TOTAL—	6,693	6,762	7,012	6,762	_____	6,762	_____	
—TOTAL—	6,693	6,762	7,012	6,762	_____	6,762	_____	

Function:	Board of Elections
Fund:	General
Department:	Electoral Board

Program Description:

The Code of Virginia requires municipal elections and makes these localities responsible for the costs associated with them. This department accounts for all costs incurred to hold Town Council elections.

Manager's Message:

A general election for all ward council seats will be held in May 2012.

	— Prior Years — Expenditure FY/2009	Expenditure FY/2010	Adopted Budget	Current Year Actual On 2011/03	Projected Expenditure	—FY/2012 Department Request	Budget Year Town Manager Recommends	Adopted Budget
013100								
013100-1100		3,464				3,500		
013100-3600		105				100		
013100-5410		3,127				3,130		
013100-5420								
013100-6001		1,120				1,125		
—SUB TOTAL—		7,816				7,855		
—TOTAL—		7,816				7,855		

**Town of Warrenton
FY2012 Budget**

Function:	Public Safety
Fund:	General
Department:	

Program Description:

The Public Safety budget includes financial support for the Police, Volunteer Fire, and Inspections departments.

Manager's Message:

FY2012 functional proposed expenditures of \$2,895,905 represent 40.3 % of the total General Fund operating budget.

The Police Department shows an increase in expenditures of \$59,681. The Town of Warrenton's contribution for the Fire Department remains unchanged from the previous fiscal year and continues to have in reserve training/communication funds. The Inspections Department shows an increase in FY2012 of only \$536 due to adjustments in staff and consolidation of the Permit Technician and Code Enforcement Officer positions during the economic downturn.

Personnel Summary:

	Actual FY2009	Actual FY2010	Budget FY2011	Proposed FY2012	Change
Full Time	30.00	29.00	28.00	28.00	0.00
Part Time	.50	.50	1.75	3.45	1.70
Total	30.50	29.50	29.75	31.45	1.70

Function:	Public Safety
Fund:	General
Department:	Police Department

Program Description:

The Police Department provides law enforcement, public safety services, crime prevention, and Neighborhood Watch. Working closely with Town businesses and citizens, the department's objective is to prevent and/or reduce crimes through a community oriented policing concept. The department delivers services to businesses and citizens through interaction and community involvement.

Manager's Message:

The Department has responsibility within the Town's boundaries for enforcing laws of the Commonwealth, parking enforcement, traffic control, community policing, criminal investigations, crime prevention, and other police-related activities. The Department strives to keep up with current crime trends, crime statistics, demands for service, increased population and community service needs. Two squads work permanent 7 am to 7 pm, and two squads work 7 pm to 7 am. One officer works an overlap shift of 10 am to 6 pm.

During 2010, the Department made 7,567 arrests to include: 3,411 traffic citations, 2,832 parking tickets, 1,927 written warnings and 397 felony and misdemeanor arrests. The Town of Warrenton continues to be one of the safest communities of its size. We have few violent crimes which account for less than 8% of our total number of cases.

As we hire and retain more qualified officers, there is a true desire to focus more on community policing. Officers will be more proactive within the community by walking foot patrols and utilizing bike patrols to get closer to members of the community and establish relationships, thus creating a flow of information that leads to case closure. Our part time motor/training position has allowed us to concentrate on directed patrol efforts while saving money on out of area training.

The Motor Pool represents the cost of operating and maintaining motor vehicles and equipment used by the various departments. Costs are contained in the Motor Pool Fund and are estimated based on historical usage for gas, labor, and parts and based on actual

cost for insurance. Costs are allocated to the using departments based on prior year's actual usage for FY2012 budget purposes. Actual costs are charged, when incurred, to the specific vehicle or piece of equipment based on actual work completed.

FY2012 Personnel:

Full Time: Sworn	22.00
Part Time: Accreditation Manager, Administrative Assistant, Part Time Police Officer/Parking Enforcement and Training Coordinator	4.00
Full Time Clerical	2.00
Total Personnel	24 Full Time 4 Part Time

FY2011 Significant Accomplishments:

- Maintained full accreditation from the Virginia Law Enforcement Professional Standards Commission.
- Numerous burglaries and thefts from autos were closed by arrest.
- One officer was recognized by MADD for his significant contributions towards DUI enforcement.
- One officer was recognized by the Ruritan Club as officer of the year.
- Two officers were given life saving awards for rendering CPR to citizens who were unconscious and not breathing.
- One officer was honored for his years of dedicated service by the Sons of the American Revolution.

FY2012 Departmental Goals:

- To increase safety of the citizens of the town of Warrenton. To continue to handle calls for service in a timely, courteous and professional manner as well as provide personal service on all calls.
- To increase police visibility through the use of foot patrols.
- To increase traffic regulation as requested by the residents with the use of the motor program.
- To increase officer safety by keeping shifts staffed adequately.
- To cut overtime costs by having more manpower to accomplish the goals of the agency and address the concerns and needs of the community.
- To continue to maintain state accreditation.

	----- Prior Years -----		----- Current Year -----		----- FY/2012 Budget Year -----			
	Expenditure FY/2009	Expenditure FY/2010	Adopted Budget	Actual On 2011/03	Projected Expenditure	Department Request	Town Manager Recommends	Adopted Budget
031100	** POLICE DEPARTMENT **							
031100-1101	SALARY-CHIEF OF POLICE	79,606	86,425	91,023	64,702	95,954		
031100-1102	SALARY- MAJOR	69,226	75,604	80,147	56,520	83,546		
031100-1103	SALARY-SECRETARY	64,152	69,150	72,026	52,391	75,257		
031100-1104	SALARIES-SERGEANTS	271,976	244,634	182,947	166,277	228,783		
031100-1105	SALARIES-PATROLMEN	507,591	582,208	667,589	379,402	625,821		
031100-1106	SALARIES-INVESTIGATORS	68,113	72,370	75,357	54,223	77,693		
031100-1107	OFFICER COMP TIME	80,604	81,697	70,000	62,264	70,000		
031100-1108	SALARY-COMMUNITY RESOURCE OF	69,750	75,887	74,708	55,584	73,103		
031100-1110	CLOTHING ALLOWANCE	3,941	3,259					
031100-1111	SALARY-CIVILIAN ADMIN	44,498	46,669	37,945	32,825	51,785		
031100-1112	SALARY-TRAINING COORDINATOR		8,100	37,500	26,988	39,122		
031100-1114	SALARY - ACCREDITATIONS MANA	5,888	26,665	33,370	15,010	24,140		
031100-1301	WAGES & EXTRA HELP	177,518	159,105	160,000	94,288	160,000		
031100-1302	FIELD TRAINING OFFICER COMP	6,460	8,556	10,000	2,808	15,360		
031100-2100	FTCA EXPENSE	105,571	114,511	123,246	78,781	123,973		
031100-2210	RETIREMENT	133,067	144,784	135,904	85,931	143,118		
031100-2300	HEALTH INSURANCE	139,447	161,454	194,025	113,835	184,730		
031100-2400	LIFE INSURANCE	10,238	8,932	10,939	3,172	4,912		
031100-2700	WORKER'S COMPENSATION	31,774	24,526	27,289	32,860	27,289		
031100-2710	LINE OF DUTY ACT INS.					5,148		
031100-2885	TUITION REIMBURSEMENT							
031100-2899	MISC. BENEFITTS	2,494	1,881	2,745	1,384	2,760		
031100-3100	PROFESSIONAL SERVICES	17,569	14,617	7,000	10,938	7,000		
031100-3110	PROFESSIONAL SERVICES - LEGA		28		300			
031100-3120	ACCREDITATION FEES	50		2,500		4,000		
031100-3310	CONTRACTUAL REPAIR/MAINT	3,351	4,305	9,400	6,508	10,400		
031100-3320	MAINTENANCE CONTRACTS	39		4,536	1,032	4,536		
031100-3500	PRINTING	5,700	2,848	6,200	2,126	6,200		
031100-3600	ADVERTISING	389	1,086	750	295	750		
031100-3800	PRISONER'S BOARD	700	440	750		750		
031100-4100	DATA PROCESSING	76,704	56,518	56,448	67,261	66,517		
031100-4200	VEHICLE EXPENSES	2,144	5		843			
	--SUB TOTAL--	1,978,560	2,076,264	2,174,344	1,468,548	2,212,647		
031100-4200-110	MOTOR POOL LABOR	34,431	38,978	36,185	27,309	38,340		
	--INTERNAL SERVICES--	34,431	38,978	36,185	27,309	38,340		
	--SUB TOTAL--	34,431	38,978	36,185	27,309	38,340		
031100-4200-310	CONTRACTUAL REPAIR	5,754	6,593	4,885	2,283	6,697		
	--INTERNAL SERVICES--	5,754	6,593	4,885	2,283	6,697		
	--SUB TOTAL--	5,754	6,593	4,885	2,283	6,697		
031100-4200-535	AUTOMOTIVE INSURANCE	17,401	19,282	17,000	19,463	17,000		
	--INTERNAL SERVICES--	17,401	19,282	17,000	19,463	17,000		
	--SUB TOTAL--	17,401	19,282	17,000	19,463	17,000		

	Prior Expenditure FY/2009	Years Expenditure FY/2010	Adopted Budget	Current Actual On 2011/03	Year Projected Expenditure	FY/2012 Department Request	Budget Year Town Manager Recommends	Adopted Budget
** POLICE DEPARTMENT **								
031100-4200-608								
FUEL	43,888	48,688	44,000	35,310		51,000		
—INTERNAL SERVICES—	43,888	48,688	44,000	35,310		51,000		
—SUB TOTAL—	43,888	48,688	44,000	35,310		51,000		
031100-4200-609								
REPAIR PARTS & TIRES	21,731	23,843	21,030	19,774		27,490		
—INTERNAL SERVICES—	21,731	23,843	21,030	19,774		27,490		
—SUB TOTAL—	21,731	23,843	21,030	19,774		27,490		
031100-4200-699								
OTHER MOTOR POOL COSTS	11,003	8,559	11,175	6,088		8,486		
—INTERNAL SERVICES—	11,003	8,559	11,175	6,088		8,486		
—SUB TOTAL—	11,003	8,559	11,175	6,088		8,486		
031100-5210								
POSTAGE	1,767	1,173	2,000	1,506		2,000		
031100-5230								
COMMUNICATION	23,639	21,807	13,632	10,027		15,900		
031100-5307								
PROFESSIONAL LIAB INS	23,015	19,082	27,763	20,672		27,763		
031100-5410								
LEASE OF EQUIPMENT	5,347	4,763	5,306	4,555		5,774		
031100-5510								
TRAVEL	6,611	10,304	1,000	2,363		3,000		
031100-5540								
POLICE TRAINING	15,611	14,808	13,562	9,679		12,865		
031100-5810								
MEMBERSHIPS & DUES	1,840	1,703	2,790	956		2,590		
—OTHER CHARGES—								
031100-6001								
OFFICE SUPPLIES	6,261	6,131	7,200	3,371		6,200		
031100-6010								
POLICE SUPPLIES	15,720	15,549	23,440	28,984		22,291		
031100-6011								
WEARING APPAREL	13,675	18,963	17,023	8,156		19,523		
031100-6012								
SUBSCRIPTIONS	436	477	1,100	687		900		
031100-6023								
NARCOTICS FUND	4,538	2,894	1,700			1,700		
031100-6099								
MATERIALS & SUPPLIES	8,936	7,817	11,670	3,593		10,920		
—MATERIALS & SUPPLIES								
031100-7001								
E-911 SYSTEM CONTRIBUTION	2,722	3,012	3,000	3,379		3,400		
—PAYMENT TO JOINT OPER								
031100-8202								
FURNITURE & FIXTURES	6,583	3,646				3,000		
031100-8203								
COMMUNICATION EQUIPMENT	3,911							
031100-8207								
DATA PROCESSING EQUIPMENT	340							
031100-8221								
GRANT EXPENDITURES	10,992	4,537		9,690				
031100-8222								
ASSET SEIZURE EXP - STATE								
031100-8223								
ASSET SEIZURE EXP - FED								
—CAPITAL OUTLAY—								
—SUB TOTAL—	151,944	136,666	131,186	107,618		137,826		
—TOTAL—	2,264,712	2,358,873	2,439,805	1,686,393		2,499,486		

**Town of Warrenton
FY2012 Budget**

Function:	Public Safety
Fund:	General
Department:	Fire and Rescue Services

Program Description

The Town of Warrenton provides support to the Warrenton Volunteer Fire Department which includes both the Volunteer Fire Company and the Volunteer Rescue. Also included in this function are costs associated with the Town’s Fire Marshall.

Manager’s Message

The men and women of the Warrenton Volunteer Fire Department continue to operate an almost totally volunteer fire department, with the assistance of the Town and Fauquier County. The Town provides funding for one full time paid driver.

It is recommended that the annual contribution line item historically provided by the Town remain at \$50,496.

Personnel Summary

	Actual FY2008	Actual FY2009	Budget FY2011	Proposed FY2012	Change
Full Time	1.25	1.25	1.25	1.25	0.00
Part Time	0.00	0.00	0.00	0.00	0.00
Total	1.25	1.25	1.25	1.25	0.00

	— Prior Expenditure FY/2009	Years Expenditure FY/2010	Adopted Budget	Current Actual On 2011/03	Year Projected Expenditure	—FY/2012 Department Request	Budget Year Town Manager Recommends	— Adopted Budget
032100	** FIRE & RESCUE SERVICES **							
032100-1101	52,598	57,150	55,116	42,002		54,551		
032100-1102	16,064	17,239	18,002	13,004		18,865		
	—PERSONAL SERVICES—							
032100-2100	5,288	5,724	5,593	4,226		4,148		
032100-2210	8,138	8,979	8,613	5,647		8,557		
032100-2300	1,327	1,408	1,393	996		1,505		
032100-2400	574	465	578	133		202		
032100-2700	1,380	1,065	1,267	2,534		1,267		
032100-2710						234		
032100-2899	50	88	144	65		144		
	—EMPLOYEE BENEFITS—							
032100-5230	761	679	700	438		700		
032100-5308	498	738	550	559		1,056		
032100-5540	6,700	2,200						
032100-5686	50,496	50,496	50,496	37,872		50,496		
032100-5687		7,969						
032100-5688		36,553	16,000	17,062		16,000		
032100-5699								
032100-5810	289		942			942		
	—OTHER CHARGES—							
032100-6011	548	707	1,000			1,000		
032100-6099	40	50						
	—MATERIALS & SUPPLIES							
032100-8203								
	—CAPITAL OUTLAY—							
	—SUB TOTAL—							
	144,751	191,510	160,394	124,538		159,667		
	—TOTAL—							
	144,751	191,510	160,394	124,538		159,667		

Function:	Public Safety
Fund:	General
Department:	Inspections Department

Program Description:

The Inspections Department provides all inspections for the Town to insure compliance with Federal, state and local ordinances for the protection of public health and safety with respect to the occupancy and sufficiency of property use and development. Inspection activities include building and fire code compliance; soil and erosion control; site development, utilities and zoning consistency. The department also enforces the Building Maintenance and Fire Prevention Codes; provides technical advice to citizens, contractors and business owners; aids in the Town execution of public projects; and assists other Town staff members.

The Department, while partially included in the Public Safety functional classification, is under the supervision of the Director of Planning & Community Development reflecting the enforcement and ordinance responsibilities under that department. The Inspections Department delivers a level of service to the public and insures a minimum standard of compliance with Town ordinances based upon both the mission and value statements adopted by the Town Council. The Department strives to keep citizens, contractors, businesses and other staff members up to date on any Building Code changes.

Manager's Message:

The Inspection Department activity has changed dramatically over the last few years. Residential building permits have decreased each of the last four years, while commercial permits have remained relatively stable. In 2010, the number of inspections dropped again to 2,201, which represents a further decline of 29.6% from 2009. The inspections included building permits, erosion and sediment control, fire protection, site development and public utilities plus signage, elevators, zoning, special facilities and property maintenance. Inspections for fire protection and erosion & sediment control have only been tracked for the last three years and are increasing as a formal part of the inspections program. The fee schedule for fire inspections was adopted three years ago and is anticipated to represent an increasing part of inspection revenues in FY2012. The Inspectors are also responsible for enforcement of these codes generally including notices to comply, stop work orders, corrections statements and, when required, appearance and testimony in court.

Significant commercial projects in the past year included construction of the White Horse Car Wash, completion of the Longhorn Steakhouse restaurant, and renovations to the former Ocean's Café building. Very little residential development has been presented with only a handful of new dwellings permitted. Continuing projects include the development of duplex units at Sterling Court, single-family homes at Cardinal Fields and the infilling of small subdivisions that were previously approved.

Building Inspections is supported by the fees charged for the plan review and field work scheduled as part of the application process. The Town building fees continue to be reviewed to insure that they sustain the services provided by the Town and reflect the appropriate cost of the permit and inspection process. The Building Department monitors nearby and similar communities and the cost of Town services to update fees as appropriate. The use of outside expertise and professional services to accommodate the inspection load without arbitrarily increasing staff as a part of the proposed budget has been an effective tool in assuring reasonable responses to the building community at the most cost effective means.

Inspection services have been consolidated with the other departments including Fire & Rescue, Utilities and Community Development (Zoning). This is reflected in budget allocations where 25% of the Building Official salary is shared with the Fire & Rescue budget (for the Fire Marshall position), 50% of the Permit Technician (part time) and 40% of a Building Inspector is shared with Planning & Community Development to support permit application intake and zoning inspections for ordinance compliance. The full time Building Technician position has been reduced to a part time position in favor of shared personnel between Building and Planning & Community Development. These revisions began in FY2010 and have offered ways of making the best use of personnel and accommodating budget changes and work load variations from year to year.

Personnel Summary:

	Actual FY2009	Actual FY2010	Budget FY2011	Proposed FY2012	Change
Full Time	2.00	2.00	2.35	2.35	0.0
Part Time	0.00	0.50	0.50	0.25	-0.25
Total	2.00	2.50	2.85	2.60	-0.25

		Prior Expenditure FY/2009	Years Expenditure FY/2010	Adopted Budget	Current Actual On 2011/03	Year Projected Expenditure	FY/2012 Department Request	Budget Year Town Manager Recommends	Year Adopted Budget
034100	** INSPECTIONS DEPARTMENT **								
034100-1100	SALARY-INSPECTORS	125,660	146,504	153,295	109,715		155,252		
034100-1108	PERMIT TECHNICIAN	4,942	2,175	6,934	4,553		6,874		
034100-1300	WAGES & EXTRA HELP	240	1,591	1,500	1,302		1,500		
	—PERSONAL SERVICES—								
034100-2100	FICA EXPENSE	10,412	11,655	12,372	9,145		9,245		
034100-2210	RETIREMENT	18,777	21,181	17,696	13,530		18,236		
034100-2300	HEALTH INSURANCE	10,879	11,990	13,093	8,568		14,144		
034100-2400	LIFE INSURANCE	1,325	1,098	1,187	317		430		
034100-2700	WORKER'S COMPENSATION	2,152	1,661	1,684	1,948		1,684		
034100-2899	MISC BENEFITS	191	186	270	269		270		
	—EMPLOYEE BENEFITS—								
034100-3100	PROFESSIONAL SERVICES	3,003		1,000	20		500		
034100-3200	TEMPORARY HELP SERVICES		1,041	1,200			500		
034100-3320	MAINTENANCE CONTRACTS		2,100	2,000	2,100		1,000		
034100-3500	PRINTING	330	50	400			300		
034100-3701	UNIFORM RENTAL	307	279	250	180		250		
	—PURCHASED SERVICES—								
034100-4100	DATA PROCESSING	6,290	5,599	5,242	6,246		6,177		
	—INTERNAL SERVICES—								
	—SUB TOTAL—	184,508	207,110	218,123	157,893		216,362		
034100-4200-110	MOTOR POOL LABOR	2,846	4,331	2,860	2,842		4,770		
	—INTERNAL SERVICES—	2,846	4,331	2,860	2,842		4,770		
	—SUB TOTAL—	2,846	4,331	2,860	2,842		4,770		
034100-4200-310	CONTRACTUAL REPAIR	663	501	660	153		590		
	—INTERNAL SERVICES—	663	501	660	153		590		
	—SUB TOTAL—	663	501	660	153		590		
034100-4200-535	AUTOMOTIVE INSURANCE	1,568	1,591	1,250	1,612		1,250		
	—INTERNAL SERVICES—	1,568	1,591	1,250	1,612		1,250		
	—SUB TOTAL—	1,568	1,591	1,250	1,612		1,250		
034100-4200-608	FUEL	2,346	2,002	2,000	1,778		2,300		
	—INTERNAL SERVICES—	2,346	2,002	2,000	1,778		2,300		
	—SUB TOTAL—	2,346	2,002	2,000	1,778		2,300		
034100-4200-609	REPAIR PARTS & TIRES	2,205	2,185	1,680	1,709		2,590		
	—INTERNAL SERVICES—	2,205	2,185	1,680	1,709		2,590		
	—SUB TOTAL—	2,205	2,185	1,680	1,709		2,590		

	Prior Expenditure FY/2009	Years Expenditure FY/2010	Adopted Budget	Current Actual On 2011/03	Year Projected Expenditure	FY/2012 Department Request	Budget Year Town Manager Recommends	Adopted Budget
** INSPECTIONS DEPARTMENT **								
034100-4200-699								
OTHER MOTOR POOL COSTS	972	917	945	634		1,010		
—INTERNAL SERVICES—	972	917	945	634		1,010		
—SUB TOTAL—	972	917	945	634		1,010		
034100-5210	132	78	100	72		100		
034100-5230	1,855	2,079	2,023	1,663		2,250		
034100-5308	759	762	750	810		1,530		
034100-5410	663	1,029	750	575				
034100-5510	1,574	1,070		549		550		
034100-5540	1,200	880		150		550		
034100-5810	695	881	800	500		800		
—OTHER CHARGES—								
034100-6001	1,341	1,403	800	647		600		
034100-6011	174		100	80		100		
034100-6012	1,633	316	2,675			1,000		
034100-6024			100			100		
034100-6099		243	100	2		100		
—MATERIALS & SUPPLIES								
034100-8202			300	101		100		
034100-8207	4,602		200			100		
—CAPITAL OUTLAY—								
—SUB TOTAL—	14,628	8,741	8,698	5,149		7,880		
—TOTAL—	209,736	227,378	236,216	171,770		236,752		

Function:	Public Works
Fund:	General
Department:	

Program Description:

The Public Works Department is responsible for maintaining approximately 94.22 lane miles of roadway and right of way, a significant number of public sidewalks, an 18-acre public cemetery, ten (10) traffic signals, 15.5 miles of storm sewers, approximately 191 pieces of Town equipment and vehicles, six public parks and various public buildings. The Warrenton Recreation and Aquatic Complex along with the parks are the responsibility of the recreation department, but continue to need support by the public works department. The department continues to provide curbside refuse collection twice-weekly to households and businesses, provides curbside recycling collection once a week for newsprint, cardboard, plastics and metals and also provides brush and leaf collection on a periodic and “as needed” basis for the Town’s citizens and businesses. Twice a year, the department provides fall and spring cleanups, which allows citizens to cleanup and clean-out their properties with staff collecting and transporting to the landfill. In addition, the recycling program continues to accept office paper at the Public Works facility. Seven of the nine Public Works budgets are funded through the Town’s General Fund and two budgets, the arterial and collector street budgets are funded partially through annual road maintenance payments from the Virginia Department of Transportation, which are estimated to be approximately \$1,169,430 in FY2012.

Manager’s Message:

The combined General Fund proposed budget for FY2012 for the Public Works function totals \$2,917,026, which is a decrease of \$6,774 or 0.2 % less than the current fiscal year for the eight operating budgets. The FY2012 budget allows for only \$5,000 in landfill tipping fees (as a contingency) based on the current position of the Fauquier County governing body of not charging the county’s incorporated communities. All street positions are fully funded. A significant portion of the motor pool administrative costs continue to be distributed to the Public Works budget which operates over 60 percent of all town vehicles and equipment with fuel costs continuing to rise. Data processing costs are broken out to each budget.

The Public Works Department continues to represent the largest portion of all General Fund expenditures and is a department that touches almost all citizens of the Town on a daily basis. The department's responsibilities continue to increase as new citizens move

into the community (even as the construction growth period has slowed) and to meet the challenge to provide the same high level of service to these additions to the community in the current economic climate.

Funding for the numerous budgets within the Public Works Department have enabled the Town to maintain the public street surfaces at a level of quality above VDOT standards, as noted by compliments from the VDOT Resident Office. The paving schedule continues to be aggressive in order to maintain the streets to the high standards expected by the citizens and motoring public. Streets to be repaved are lower Blackwell Road, Brookshire Drive, Jefferson Street, Cleveland Street, Monroe Street, Wilson Street, Green Street and Chestnut Street. The town’s streets continued to receive compliments from VDOT staff during the annual street maintenance inspection. Coupled with the growth in infrastructure and the maintenance responsibilities that are tied to the improvements, the department continues to do its best to ensure Warrenton’s citizens receive the highest level of service possible within the budgetary limits set by the Council.

The department continues to try to hire more mature part-time help to supplement the staff instead of seasonal “summer student” help, which is shorter in duration (mid June to mid August) and less dependable.

Personnel Summary:

	Actual FY2009	Actual FY2010	Budget FY2011	Proposed FY2012	Change
Full Time	28.15	28.15	27.40	27.40	0.00
Part Time	6.50	6.50	6.50	6.50	0.00
Total	34.65	34.65	33.90	33.90	0.00

Function:	Public Works
Fund:	General
Department:	Public Works Administration

Program Description:

The Administrative Department is responsible for all Public Works functions and services, the development and management of the operational budget, departmental personnel management, development of short and long range maintenance and capital improvement programs, management of the vehicle and equipment maintenance and replacement programs, the enforcement of the Town’s Storm Water Management Program, maintenance of streets, street lights and traffic signals and for the review and approval of site development plans.

Manager’s Message:

The proposed FY2012 administration budget for the Public Works Department reflects an increase of \$7,489 which is 1.7% above the current FY2011 budget. The budget increase is primarily due to the personnel costs and associated benefits. The budget supports all costs associated with day-to-day operation and management of the Public Works department and its varied functions. Expenses within the budget support a wide range of public works functions such as daily citizen contacts, project development and oversight, personnel and financial administration and departmental planning that will continue to be maintained at the current high level of service for FY2012. The “Professional Services” line item continues to provide funds to accommodate miscellaneous surveying costs, property appraisals, easement plats, and technical assistance for Public Works related projects, consulting services of a certified arborist and energy conservation. Administration is the primary staff in the review and approval of site development plans for streets, sidewalks, drainage, and storm water management. Capital projects involve facility improvements at public works, Town Hall and the Public Safety Facility and the rehabilitation of two more parking lots (B & C) as part of a multi- year effort to resurface and improve the appearance of the public lots in the Old Town area.

Pedestrian connectivity around town and traffic related issues are a priority and staff will continue to pursue additional VDOT and other grant programs to supplement funding for this and future budgets.

This year, data processing costs incurred for routine network support, hardware, software, infrastructure, communications, and maintenance are accounted for in the Data Processing Fund and allocated to the using departments based on the number of user accounts for each department. Per user costs for the data processing function are estimated to be \$2,377 per user for FY2012 for the 6.0 users in the Public Works Administrative department.

The Motor Pool represents the cost of operating and maintaining motor vehicles and equipment used by the various departments. Costs are contained in the Motor Pool Fund and are estimated based on historical usage for gas, labor and parts and based on actual cost for insurance. Costs are allocated to the using departments based on prior year's actual usage for FY2012 budget purposes. Actual costs are charged, when incurred, to the specific vehicle or piece of equipment based on actual work completed. Administration has 4 dedicated vehicles and 2 pool vehicles (older pickup trucks) for use by the other sections and staff.

Personnel Summary:

	Actual FY2009	Actual FY2010	Budget FY2011	Proposed FY2012	Change
Full Time	5.15	4.45	4.45	4.45	0.00
Part Time	0.00	0.00	0.00	0.00	0.00
Total	5.15	4.45	4.45	4.45	0.00

	Prior Expenditure FY/2009	Years Expenditure FY/2010	Adopted Budget	Current Actual On 2011/03	Year Projected Expenditure	FY/2012 Department Request	Budget Year Town Manager Recommends	Adopted Budget
041100	** GENERAL ADMINISTRATION **							
041100-1102	29,445	30,433	30,423	21,905		29,769		
041100-1103	60,910	65,415	66,805	48,127		70,552		
041100-1104	77,071	83,218	86,269	63,733		87,415		
041100-1106	23,198	22,903	23,717	16,285		23,208		
041100-1111	59,240	64,279	67,603	48,052		71,124		
041100-1300	1,635	4,957	4,000	2,961		4,000		
	---PERSONAL SERVICES---							
041100-2100	16,014	17,219	21,099	12,789		16,568		
041100-2210	29,784	33,560	32,084	21,439		33,185		
041100-2300	31,666	33,247	35,355	17,934		35,281		
041100-2400	2,100	1,726	2,152	506		783		
041100-2700	5,438	4,197	4,478	5,222		4,478		
041100-2899	581	626	592	481		592		
	---EMPLOYEE BENEFITS---							
041100-3100	13,680	13,680	10,000	6,247		7,500		
041100-3310		180	200	2,753		250		
041100-3320		500	4,994	175		3,000		
041100-3500	90	27	250	136		250		
041100-3600	3,372	1,760	2,500	1,552		2,500		
	---PURCHASED SERVICES---							
041100-4100	13,500	9,730	12,096	14,413		14,254		
	---INTERNAL SERVICES---							
	---SUB TOTAL---							
	367,724	387,657	404,617	284,710		404,709		
041100-4200-110	2,245	3,832	2,120	4,298		6,060		
	---INTERNAL SERVICES---							
	2,245	3,832	2,120	4,298		6,060		
	---SUB TOTAL---							
	2,245	3,832	2,120	4,298		6,060		
041100-4200-310		17		335		316		
	---INTERNAL SERVICES---							
		17		335		316		
	---SUB TOTAL---							
		17		335		316		
041100-4200-535	2,382	2,335	2,562	1,920		2,562		
	---INTERNAL SERVICES---							
	2,382	2,335	2,562	1,920		2,562		
	---SUB TOTAL---							
	2,382	2,335	2,562	1,920		2,562		
041100-4200-608	1,912	1,865	1,600	1,378		2,050		
	---INTERNAL SERVICES---							
	1,912	1,865	1,600	1,378		2,050		
	---SUB TOTAL---							
	1,912	1,865	1,600	1,378		2,050		

	Prior Expenditure FY/2009	Years Expenditure FY/2010	Adopted Budget	Current Actual On 2011/03	Year Projected Expenditure	FY/2012 Department Request	Budget Year Town Manager Recommends	Budget Year Adopted Budget
** GENERAL ADMINISTRATION **								
041100-4200-609	1,881	3,011	1,430	2,852		4,380		
REPAIR PARTS & TIRES								
—INTERNAL SERVICES—	1,881	3,011	1,430	2,852		4,380		
—SUB TOTAL—	1,881	3,011	1,430	2,852		4,380		
041100-4200-699	727	818	705	958		1,380		
OTHER MOTOR POOL COSTS								
—INTERNAL SERVICES—	727	818	705	958		1,380		
—SUB TOTAL—	727	818	705	958		1,380		
041100-5210	225	385	500	231		500		
041100-5230	3,023	3,226	6,500	2,558		4,500		
041100-5306	184	157	198	160		198		
041100-5307	2,260	2,147	2,692	2,511		2,692		
041100-5308	1,592	1,547	1,597	1,515		2,863		
041100-5410	2,590	2,683	3,000	2,673		3,000		
041100-5510	345	253	200			300		
041100-5540	1,085	1,242	300	303		500		
041100-5810	490	440	350	295		350		
—OTHER CHARGES—								
041100-6001	3,477	2,185	3,000	1,450		2,500		
041100-6012	16	40	100	268		100		
041100-6026	250	294	250	37		250		
—MATERIALS & SUPPLIES								
041100-8202	172		250	1,750		250		
FURNITURE & FIXTURES								
—CAPITAL OUTLAY—								
—SUB TOTAL—	15,709	14,599	18,937	13,751		18,003		
—TOTAL—	392,580	414,134	431,971	310,202		439,460		

Function:	Public Works
Fund:	General
Department:	Street Maintenance

Program Description:

The Street Maintenance Department is responsible for all maintenance and repair activities associated with the 94.22 lane miles of public roads and 15.5 miles of storm sewer within the corporate limits. This section of the Public Works budget appropriates funds used for snow removal, street cleaning, litter control, routine maintenance, repair work, small construction projects and grass cutting functions along the Town's public roadways and rights of way. The Virginia Department of Transportation provides reimbursement, which is accounted for in the categorical aid revenue section of this report, for the maintenance of both arterial and collector streets.

Manager's Message:

The "Street Maintenance" budget provides funds to be used for tree maintenance, snow removal, street cleaning, litter pick up, routine maintenance, curb and other types of traffic related markings, repair work, small construction projects and grass cutting functions along the Town's public roadways and rights of way. The Public Works Department is staffed with two street maintenance crews and one weed eating crew (composed of summer hires) who are responsible with insuring that the appearance of the Town's streets are maintained to the level expected by the Town's citizens. Personnel related funds in this budget are supplemented by the arterial and collector budgets when work is specifically performed to those classifications of roadways. The proposed street budget is an increase of \$20,056 or 2.2% above the FY2011 budget. The Street, Arterial and Collector budgets are applied against the annual VDOT maintenance payments. The overall proposed street budget to include Streets, Arterials and Collectors is a slight increase of \$9,972 which is 0.6% above FY2011.

Equipment items have been reduced to allow for the purchase of a used pickup truck to replace one of the 20+ year vehicles and a replacement leaf box. As the seasons and workloads require, the department uses part time help in addition to summer weed-eating and miscellaneous work around town. Staff continues to try to attract more mature and reliable part-time help when available for wages slightly above that of the seasonal school help.

Maintenance of landscaping along right of ways is a major time and resource commitment. The street budgets (Arterial and Collector) have a tree maintenance line item for tree care. The paving schedule continues to be responsive in order to maintain the streets to the

high standards expected by the citizens and motoring public. Streets scheduled to be repaved are lower Blackwell Road, Brookshire Drive, Jefferson Street, Cleveland Street, Monroe Street, Wilson Street, Green Street and Chestnut Street. The town's streets continued to receive compliments from VDOT staff during the annual street maintenance inspection.

The Motor Pool represents the cost of operating and maintaining motor vehicles and equipment used by the various departments. Costs are contained in the Motor Pool Fund and are estimated based on historical usage for gas, labor and parts and based on actual cost for insurance. Costs are allocated to the using departments based on prior year's actual usage for FY2012 budget purposes. Actual costs are charged, when incurred, to the specific vehicle or piece of equipment based on actual work completed. Maintenance costs are subject to unexpected increases as the older equipment needs more expensive repairs. The streets section has the largest number of vehicles that are the most heavily used of any town section/department. A new backhoe is programmed in the capital improvement program along with two pickup truck replacements.

Personnel Summary:

	Actual FY2009	Actual FY2010	Budget FY2011	Proposed FY2012	Change
Full Time	14.00	14.00	14.00	14.00	0.00
Part Time	5.40	5.40	5.40	5.40	0.00
Total	19.40	19.40	19.40	19.40	0.00

		— Prior Expenditure FY/2009	Years — Expenditure FY/2010	Adopted Budget	Current Actual On 2011/03	Year — Projected Expenditure	—FY/2012 Department Request	Budget Year — Town Manager Recommends	Adopted Budget
041200	** STREET MAINTENANCE **								
041200-1107	SENIOR CREW LEADER	65,269	64,547	65,778	46,135		66,307		
041200-1301	WAGES & EXTRA HELP	257,020	264,299	317,735	213,702		324,988		
041200-1302	WAGES - SNOW REMOVAL/EMERGEN	3,574	5,190	8,000	2,838		8,000		
	—PERSONAL SERVICES—								
041200-2100	FICA EXPENSE	23,979	24,148	35,102	19,059		38,264		
041200-2210	RETIREMENT	58,414	65,968	62,577	46,908		59,928		
041200-2300	HEALTH INSURANCE	81,373	100,707	116,241	98,422		131,760		
041200-2400	LIFE INSURANCE	7,849	6,658	7,521	3,597		4,738		
041200-2700	WORKER'S COMPENSATION	31,594	24,388	25,730	38,134		25,730		
041200-2899	MISC BENEFITS	2,101	989	1,610	710		1,495		
	—EMPLOYEE BENEFITS—								
041200-3100	PROFESSIONAL SERVICES	630	180		45				
041200-3310	CONTRACTUAL REPAIRS								
041200-3701	UNIFORM RENTAL	1,800	1,765	2,300	1,175		2,000		
	—PURCHASED SERVICES—								
041200-4200	VEHICLE EXPENSES	25			178				
	—INTERNAL SERVICES—								
	—SUB TOTAL—	533,628	558,839	642,594	470,903		663,210		
041200-4200-110	MOTOR POOL LABOR	74,856	81,034	79,565	48,920		72,800		
	—INTERNAL SERVICES—	74,856	81,034	79,565	48,920		72,800		
	—SUB TOTAL—	74,856	81,034	79,565	48,920		72,800		
041200-4200-310	CONTRACTUAL REPAIRS	22,787	19,804	11,980	5,208		15,370		
	—INTERNAL SERVICES—	22,787	19,804	11,980	5,208		15,370		
	—SUB TOTAL—	22,787	19,804	11,980	5,208		15,370		
041200-4200-535	AUTOMOTIVE/EQUIP INSURANCE	11,899	13,346	12,274	13,570		12,274		
	—INTERNAL SERVICES—	11,899	13,346	12,274	13,570		12,274		
	—SUB TOTAL—	11,899	13,346	12,274	13,570		12,274		
041200-4200-608	FUEL	30,873	35,781	27,000	24,416		37,000		
	—INTERNAL SERVICES—	30,873	35,781	27,000	24,416		37,000		
	—SUB TOTAL—	30,873	35,781	27,000	24,416		37,000		
041200-4200-609	REPAIR PARTS & TIRES	53,097	75,368	63,530	45,300		66,400		
	—INTERNAL SERVICES—	53,097	75,368	63,530	45,300		66,400		
	—SUB TOTAL—	53,097	75,368	63,530	45,300		66,400		

	— Prior Expenditure FY/2009	Years — Expenditure FY/2010	Adopted Budget	Current Actual On 2011/03	Year — Projected Expenditure	—FY/2012 Department Request	Budget Year — Town Manager Recommends	Adopted Budget
** STREET MAINTENANCE **								
041200-4200-699	25,598	14,263	26,180	10,907		15,625		
—INTERNAL SERVICES—	25,598	14,263	26,180	10,907		15,625		
—SUB TOTAL—	25,598	14,263	26,180	10,907		15,625		
041200-5110		200	1,000			1,000		
041200-5410	4,200	270	5,000	1,709		5,000		
041200-5510	1,022	4,836	500	359		1,000		
041200-5540	995	864	400	44		800		
—OTHER CHARGES—								
041200-6002	190	831	500	64		600		
041200-6011	2,548	1,496	2,500	890		2,500		
041200-6024	1,091	1,859	1,500	2,616		1,500		
041200-6025	43,224	22,945	1,500	85,719		1,500		
041200-6095			1,600			1,600		
041200-6099	14,044	16,883	11,000	4,906		14,000		
—MATERIALS & SUPPLIES								
041200-8201	17,375	5,039	10,000	5,231		6,500		
041200-8251			500			500		
041200-8254	1,791		500	1,052		500		
—CAPITAL OUTLAY—								
—SUB TOTAL—	86,480	55,223	36,500	102,590		37,000		
—TOTAL—	839,218	853,658	899,623	721,814		919,679		

**Town of Warrenton
FY2012 Budget**

Function:	Public Works
Fund:	General
Department:	Arterial Street Maintenance

Program Description:

The costs associated with the maintenance activities of the 30.88 major street and highway lane miles within the corporate limits are grouped under this budget. Arterial Streets are the most significant roads in the area, serving the major centers of activity, constitute the highest traffic volume corridor and carry the major portion of through traffic in urban areas.

Manager's Message:

The arterial street maintenance budget funds road work and assigns costs for expenses related to maintenance, repairs and improvements to the Town's arterial network, as designated under the Federal Highway System (U.S. 17, U.S. 29 Business, U.S. 211, U.S. 15 Business, etc.). This proposed budget request is a decrease of \$8,678, or 2.5% less than the FY 2011 budget. Blackwell Road from the Walker Drive to Lee Highway is scheduled to be milled and resurfaced. Replacement of damaged or deteriorated curbs and gutters is programmed for various locations around town at a maintenance level.

The "Payments on Contracts" item continues to help supplement the in-house staff in the maintenance of the public right of ways, gateways to Town and traffic signals. These activities include tree and landscape maintenance (to include the welcome sign areas), contract mowing of the Route 29 By-pass, assistance with tree mulching and contracting of snow removal in the newer subdivisions that are somewhat isolated and facilitate contracting out. Included in the budget for the year is a dedicated line item for tree maintenance; contract mowing of selected areas continues to enable the full time staff level to be maintained at the current level for the past 9 years.

Personnel Summary:

Staff for this department is included in the general street maintenance department immediately preceding. Personal services, indicated above, include the total dollar value of actual services performed on arterial streets.

	— Prior Expenditure FY/2009	Years Expenditure FY/2010	Adopted Budget	Current Actual On 2011/03	Year Projected Expenditure	—FY/2012 Department Request	Budget Year Town Manager Recommends	— Adopted Budget
041500								
041500-1301	73,010	79,857	70,000	42,212		70,000		
041500-1302	3,821	18,743	9,000	5,817		9,000		
—PERSONAL SERVICES—								
041500-2100	5,726	6,811	6,672	3,302		6,044		
—EMPLOYEE BENEFITS—								
041500-3310	3,664	660	7,500	15,893		7,500		
041500-3990	45,597	14,294	34,500	15,195		32,500		
—PURCHASED SERVICES—								
041500-5110	34,137	30,195	38,000	15,892		36,000		
041500-5410	5,581	4,213	4,000	1,200		4,000		
—OTHER CHARGES—								
041500-6002		191	300			300		
041500-6025	26,393	61,524	29,955			29,955		
041500-6035	4,481	6,332	4,000	2,577		5,000		
041500-6099	13,052	7,326	15,000	2,504		13,000		
—MATERIALS & SUPPLIES								
041500-8254	933	1,147	1,000	283		1,000		
041500-8255	5,851	3,629	5,500	4,540		5,500		
041500-8256	38,318	24,737	25,000	5,000		25,000		
041500-8257	180,714	185,829	98,150	287,981		96,100		
041500-8260	24	346						
041500-8261	3,930	900	8,000			7,000		
—CAPITAL OUTLAY—								
—SUB TOTAL—								
	445,232	446,734	356,577	402,396		347,899		
—TOTAL—								
	445,232	446,734	356,577	402,396		347,899		

Function:	Public Works
Fund:	General
Department:	Collector Street Maintenance

Program Description:

The costs relating to maintenance activities for the 63.22 lane miles of collector streets are accounted for in this function. Collector streets provide land access service and traffic circulation within residential, commercial and industrial areas. The collector streets system facilitates traffic flows within the town and provides access to the arterial system, which are the main highway streets through and serving the town.

Manager's Message:

The FY2012 Collector Street proposed budget is a decrease of \$1,406 which is 0.4% below the current year's budget. The street milling and paving schedule include Jefferson Street, Cleveland Street, Monroe Street, Wilson Street, Green Street, Brookshire Drive and Chestnut Street, which were deferred from last year's program due to unexpected cost requiring the rebuild of two streets instead of the normal overlaying. The Collector budget provides funding for work on the less traveled streets of the Town as defined by the Virginia Department of Transportation.

Under the departmental budget, salaries and benefits are drawn down as projects are implemented or as work is carried out, similar to the Arterial budget. Funds are included under appropriate categories for snow removal, miscellaneous sidewalk curb and gutter repairs, supplies, replacement of damaged and old street signs, and centerline markings. In addition to the street paving, the budget covers the spot replacement of damaged/deteriorated curbs/gutters and sidewalks at various locations around town, which is reduced in this budget to a maintenance level. Included in the budget under the "payments on contracts" line item are funds for centerline & parking striping (\$6,000) and contract snow removal (\$4,000). There is \$4,000 budgeted for tree maintenance and \$5,000 identified for potential traffic calming projects that worked their way through the committee/review process established in 2010. It is not anticipated that any additional new streets will be added to the inventory for the fiscal year due to residential development being at a stand-still and current development projects consisting of small private streets.

Personnel Summary:

Staff for this department is included in the general street maintenance department immediately proceeding. Personal services, indicated above, include the total dollar value of actual services performed on arterial streets.

	— Prior Expenditure FY/2009	Years — Expenditure FY/2010	Adopted Budget	Current Actual On 2011/03	Year — Projected Expenditure	—FY/2012 Department Request	Budget Year — Town Manager Recommends	Adopted Budget
041600								
041600-1301	39,103	64,951	60,000	41,776		60,000		
041600-1302	3,098	15,245	9,000	4,582		9,000		
041600-2100	3,116	5,563	4,055	3,284		5,279		
041600-3990	6,503	15,800	10,000	4,826		10,000		
041600-5110	78,914	73,496	78,000	54,595		78,000		
041600-5410	493	2,241	2,000			2,000		
041600-6002		44	400			300		
041600-6025	16,481	44,369	19,215			19,215		
041600-6099	4,515	11,695	12,000	7,045		12,000		
041600-8254	552	32	600	339		600		
041600-8255	7,907	3,662	3,500	4,105		3,500		
041600-8256	38,537	26,982	25,000	7,900		25,000		
041600-8257	89,547	132,653	113,580	124,943		111,050		
041600-8260		475	500			500		
041600-8261	3,009	950	4,000			4,000		
041600-8262	2,889	3,453	5,000	345		5,000		
—SUB TOTAL—	294,664	401,611	346,850	253,740		345,444		
—TOTAL—	294,664	401,611	346,850	253,740		345,444		

Function:	Public Works
Fund:	General
Department:	Refuse Collection

Program Description:

The Refuse Collection budget covers all costs of collection and disposal of solid waste by Town crews including twice a week refuse collection and disposal of junk and materials during the Town's twice annual community cleanups. As Council knows, refuse collection is provided to all homes in the community and to a portion of the qualifying businesses in the Town without additional fees or charges being assessed. Service is provided to businesses whose trash can be accommodated by bags or containers, which can be manually handled by the crews.

Manager's Message:

The proposed FY2012 budget of \$384,456 for refuse collection is a slight decrease of \$188 less than the FY2011 budget. The proposed budget allows for only \$5,000 in landfill tipping fees (as a contingency) based on the current position of the Fauquier County governing body, which still waive the fees for the incorporated towns of the county.

Every resident continues to receive a year's supply of trash bags at no cost which can be picked up at the Visitor Center which is centrally located and provides better parking than the Public Works facility and is open 7 days a week. Citizens are able to buy additional boxes of bags from Town Hall. The Town's waste stream has only grown slightly over the past 12 months with the slow economy and housing market, but is projected to be approximately 4,000 tons in 2012.

The Motor Pool represents the cost of operating and maintaining motor vehicles and equipment used by the various departments. Costs are contained in the Motor Pool Fund and are estimated based on historical usage for gas, labor and parts and based on actual cost for insurance. Costs are allocated to the using departments based on prior year's actual usage for FY2012 budget purposes. Actual costs are charged, when incurred, to the specific vehicle or piece of equipment based on actual work completed. The trash trucks are the most heavily used pieces of equipment in the town fleet. A new replacement truck is re-programmed for FY2013. The section has two moderately aged vehicles, but must keep two older vehicles (both over 15 years) in service for backup and recycling support.

Personnel Summary:

	Actual FY2009	Actual FY2010	Budget FY2011	Proposed FY2012	Change
Full Time	4.80	4.80	4.80	4.80	0.00
Part Time	0.00	0.00	0.00	0.00	0.00
Total	4.80	4.80	4.80	4.80	0.00

		— Prior Years — Expenditure FY/2009	Expenditure FY/2010	Adopted Budget	Current Year Actual On 2011/03	Projected Expenditure	—FY/2012 Department Request	Budget Year Town Manager Recommends	Adopted Budget
042300	** REFUSE COLLECTION **								
042300-1300	WAGES & EXTRA HELP	188,153	208,680	199,308	140,083		193,934		
	—PERSONAL SERVICES—								
042300-2100	FICA EXPENSE	13,865	15,064	15,247	10,054		14,836		
042300-2210	RETIREMENT	15,715	17,500	22,159	8,516		21,121		
042300-2300	HEALTH INSURANCE	46,423	52,202	52,029	35,172		49,173		
042300-2400	LIFE INSURANCE	1,124	944	1,486	201		498		
042300-2700	WORKER'S COMPENSATION	19,084	14,731	17,261	9,710		17,261		
042300-2899	MISC. BENEFITS	337	312	522	194		552		
	—EMPLOYEE BENEFITS—								
042300-3310	CONTRACTUAL REPAIR								
042300-3701	UNIFORM RENTAL	802	742	950	477		850		
042300-3815	SHARE LANDFILL OPERATIONS		405	5,000	977		5,000		
	—PURCHASED SERVICES—								
	—SUB TOTAL—	285,503	310,580	313,962	205,384		303,225		
042300-4200-110	MOTOR POOL LABOR	6,140	9,216	8,590	6,136		6,980		
	—INTERNAL SERVICES—	6,140	9,216	8,590	6,136		6,980		
	—SUB TOTAL—	6,140	9,216	8,590	6,136		6,980		
042300-4200-310	CONTRACTUAL REPAIR	11,651	298	11,640	9,431		5,670		
	—INTERNAL SERVICES—	11,651	298	11,640	9,431		5,670		
	—SUB TOTAL—	11,651	298	11,640	9,431		5,670		
042300-4200-535	AUTOMOTIVE INSURANCE	3,416	2,948	4,346	3,323				
	—INTERNAL SERVICES—	3,416	2,948	4,346	3,323				
	—SUB TOTAL—	3,416	2,948	4,346	3,323				
042300-4200-608	FUEL	10,224	14,796	10,100	10,495		16,000		
	—INTERNAL SERVICES—	10,224	14,796	10,100	10,495		16,000		
	—SUB TOTAL—	10,224	14,796	10,100	10,495		16,000		
042300-4200-609	REPAIR PARTS & TIRES	6,943	34,184	10,745	7,033		28,257		
	—INTERNAL SERVICES—	6,943	34,184	10,745	7,033		28,257		
	—SUB TOTAL—	6,943	34,184	10,745	7,033		28,257		
042300-4200-699	OTHER MOTOR POOL COSTS	3,385	2,481	3,695	1,241		1,490		
	—INTERNAL SERVICES—	3,385	2,481	3,695	1,241		1,490		
	—SUB TOTAL—	3,385	2,481	3,695	1,241		1,490		

	— Prior Expenditure FY/2009	Years Expenditure FY/2010	Adopted Budget	Current Actual On 2011/03	Year Projected Expenditure	—FY/2012 Department Request	Budget Year Town Manager Recommends	Adopted Budget
** REFUSE COLLECTION **								
042300-5308								
	1,141	1,512	1,266	1,340		2,534		
	—OTHER CHARGES—							
042300-6011	320	709	700			700		
042300-6051	17,787	17,899	19,000	18,840		19,000		
042300-6099	905	866	600	491		600		
	—MATERIALS & SUPPLIES							
	20,153	20,986	21,566	20,671		22,834		
	—SUB TOTAL—							
	347,415	395,489	384,644	263,714		384,456		
	—TOTAL—							

Function:	Public Works
Fund:	General
Department:	Recycling Program

Program Description:

The Recycling department accounts for all costs associated with the coordination and management of the recycling collection program for the Town of Warrenton. The collection activity of co-mingled household and business glass, metal, and plastics has been a program with the town for over 22 years. Newspapers and corrugated cardboard are collected one day a week by the Town's refuse crews with leaf and brush collection performed by other Public Works crews on a daily basis.

The Town's goal relating to the recycling program is to meet the mandated rates for the community, as established by the Commonwealth of Virginia, and to provide a service to the public that protects the environment and reduces tonnage of waste going to the county landfill.

Manager's Message:

The proposed FY2012 budget of \$125,843 for recycling collection is a decrease of \$559 or 0.4% below the FY2011 budget. Staff continues to stress recycling to the individual citizens and business involvement to again surpass the state mandated rate, of 25%, with a 32% overall rate for the community in 2010. Staff will continue to make a concerted effort to involve the local businesses in the recycling program and provide more accurate accounting of the recycled products of the large businesses, which with the cardboard alone from the grocery and large retail stores represent a large volume of recycled material should push the rate higher in the coming fiscal year. Every ton recycled is one less ton sent to the landfill.

Town staff collects newspapers and cardboard weekly along with co-mingled recycling in blue bags set at curbside. The costs have been kept steady by the continued use of the County recycling center at the Fauquier County landfill, at no cost for handling the material. There is no anticipated charge for the co-mingled recycling for FY2012 by Fauquier County Landfill. The county is constantly looking for ways to expand their facilities to accommodate a wider range of recyclable products currently collected as trash. Staff will continue to work with county staff to keep informed as to new program developments and to be able to adjust the town program accordingly.

The Motor Pool represents the cost of operating and maintaining motor vehicles and equipment used by the various departments. Costs are contained in the Motor Pool Fund and are estimated based on historical usage for gas, labor and parts and based on actual cost for insurance. Costs are allocated to the using departments based on prior year's actual usage for FY2012 budget purposes. Actual costs are charged, when incurred, to the specific vehicle or piece of equipment based on actual work completed.

Personnel Summary:

	Actual FY2009	Actual FY2010	Budget FY2011	Proposed FY2012	Change
Full Time	1.20	1.20	1.20	1.20	0.00
Part Time	0.60	0.60	0.60	0.60	0.00
Total	1.80	1.80	1.80	1.80	0.00

		— Prior Expenditure FY/2009	Years Expenditure FY/2010	Adopted Budget	Current Actual On 2011/03	Year Projected Expenditure	—FY/2012 Department Request	Budget Year Town Manager Recommends	— Adopted Budget
042400	** RECYCLING PROGRAM **								
042400-1300	WAGES & EXTRA HELP —PERSONAL SERVICES—	58,005	64,127	63,305	46,680		67,960		
042400-2100	FICA EXPENSE	4,252	4,616	4,843	3,332		4,648		
042400-2210	RETIREMENT	3,929	4,366	7,245	2,129		5,280		
042400-2300	HEALTH INSURANCE	10,357	12,509	13,007	8,361		12,293		
042400-2400	LIFE INSURANCE	281	235	372	50		125		
042400-2700	WORKER'S COMPENSATION	6,514	5,028	5,238	3,237		5,238		
042400-2899	MISCELLANEOUS BENEFITS —EMPLOYEE BENEFITS—	10		138	72		138		
042400-3500	PRINTING		245	100			100		
042400-3600	ADVERTISING			100			100		
042400-3701	UNIFORM RENTAL —PURCHASED SERVICES—	200	186		119				
	—SUB TOTAL—	83,548	91,312	94,348	63,980		95,882		
042400-4200-110	MOTOR POOL LABOR —INTERNAL SERVICES—	2,471	3,389	3,960	2,558		3,450		
		2,471	3,389	3,960	2,558		3,450		
	—SUB TOTAL—	2,471	3,389	3,960	2,558		3,450		
042400-4200-310	CONTRACTUAL REPAIR —INTERNAL SERVICES—	680	1,710	830	3,056		4,160		
		680	1,710	830	3,056		4,160		
	—SUB TOTAL—	680	1,710	830	3,056		4,160		
042400-4200-535	AUTOMOTIVE INSURANCE —INTERNAL SERVICES—	1,642	1,512	1,822	1,237		1,822		
		1,642	1,512	1,822	1,237		1,822		
	—SUB TOTAL—	1,642	1,512	1,822	1,237		1,822		
042400-4200-608	FUEL —INTERNAL SERVICES—	10,962	4,797	11,000	4,089		4,800		
		10,962	4,797	11,000	4,089		4,800		
	—SUB TOTAL—	10,962	4,797	11,000	4,089		4,800		
042400-4200-609	REPAIR PARTS & TIRES —INTERNAL SERVICES—	2,190	2,893	3,820	2,022		2,380		
		2,190	2,893	3,820	2,022		2,380		
	—SUB TOTAL—	2,190	2,893	3,820	2,022		2,380		
042400-4200-699	OTHER MOTOR POOL COSTS —INTERNAL SERVICES—	883	772	1,080	697		780		
		883	772	1,080	697		780		
	—SUB TOTAL—	883	772	1,080	697		780		

	— Prior Expenditure FY/2009	Years — Expenditure FY/2010	Adopted Budget	— Current Actual On 2011/03	Year — Projected Expenditure	—FY/2012 Department Request	Budget Year — Town Manager Recommends	Adopted Budget
** RECYCLING PROGRAM **								
042400-5308								
GENERAL LIABILITY INS	312	383	342	1,783		3,369		
—OTHER CHARGES—								
042400-6051								
PURCHASE PLASTIC RECYCLE BAG	10,393	8,260	9,000	9,585		9,000		
042400-6099								
MATERIALS & SUPPLIES	1,449	654	200	22		200		
—MATERIALS & SUPPLIES								
—SUB TOTAL—	12,154	9,297	9,542	11,390		12,569		
—TOTAL—	114,530	115,682	126,402	89,029		125,843		

Function:	Public Works
Fund:	General
Department:	General Properties

Program Description:

This department is responsible for maintenance, repair and custodial functions for the Town owned or occupied buildings and grounds. The buildings included are Town Hall, Public Works Facility, the Public Safety Facility, 2 rental houses, the Salvation Army Building on 3rd Street, the Visitor Center and the Cemetery building with restroom. The Mosby House has also been included for now. The grounds include parking lots, public green space and the gateway signage to Warrenton. This budget does not include the Warrenton Aquatic Center, which is covered in the Recreation Fund budget or the two rental houses which are included in the Utility Department budget.

Building maintenance is performed primarily by the building maintenance mechanic with the care of open spaces supplemented by Public Works crews and seasonal personnel.

Manager's Message:

The maintenance budget provides funding for operation of all Town-owned buildings, structures and properties, their maintenance and repair. The proposed FY2012 budget is a decrease of \$9,210 or 3.6% below the current budget. This is a maintenance level budget for the town facilities with no major improvements or replacements of building components. The capital improvement program includes a number of major repairs/upgrades to town facilities (Town Hall windows, PD evidence room and PW boiler). Within the budget, staff continues to look for ways for properties to be more energy efficient and environmentally compatible. The current janitorial service contract is anticipated to be extended by mutual agreement between the town and contractor. The town facilities, experience high use by staff and the public, which relates to the high level of maintenance required. The Visitor Center and public safety facility are heavily scheduled and used by outside groups. The facilities and grounds continue to be a challenge to the staff, which is supplemented by very reliable part-time employees. In the coming year it is anticipated that staff will be responsible for routine maintenance of the Mosby House. In order to keep the permanent staffing at the current level, contracting for maintenance /repairs will continued to be used when possible to cover service contracts for HVAC, fire and security systems. Parking lot repair

funding of \$7,000 will address repairs to those lots not programmed in the CIP for facelift. The materials and supplies for maintenance continue to increase in quantities and cost.

The replacement of the building maintenance mechanic requires an increase in training and the maintenance contracts in the coming year until the individual is fully knowledgeable of the facilities and systems.

The lease of the building on S. 3rd Street to the Salvation Army continues to be in question going into FY2012. The future use of the building (should the Salvation Army vacate) is undecided as to whether the town will continue to rent or dispose. Eventually the structure is going to need major repairs. The renting of the building comes with the maintenance costs of the facility as a “landlord” for a structure that is a continuing source of maintenance.

The Motor Pool represents the cost of operating and maintaining motor vehicles and equipment used by the various departments. Costs are contained in the Motor Pool Fund and are estimated based on historical usage for gas, labor and parts and based on actual cost for insurance. Costs are allocated to the using departments based on prior year’s actual usage for FY2012 budget purposes. Actual costs are charged, when incurred, to the specific vehicle or piece of equipment based on actual work completed.

Personnel Summary:

	Actual FY2009	Actual FY2010	Budget FY2011	Proposed FY2012	Change
Full Time	1.00	1.00	1.00	1.00	0.00
Part Time	0.00	0.00	0.00	0.00	0.00
Total	1.00	1.00	1.00	1.00	0.00

		Prior Expenditure FY/2009	Years Expenditure FY/2010	Adopted Budget	Current Actual On 2011/03	Year Projected Expenditure	FY/2012 Department Request	Budget Year Town Manager Recommends	Adopted Budget
043200	** GENERAL PROPERTIES **								
043200-1300	WAGES & EXTRA HELP	33,609	38,916	43,381	23,326		34,547		
043200-1301	WAGES - SNOW REMOVAL	581	4,016	1,000	864		1,000		
	---PERSONAL SERVICES---								
043200-2100	FTCA EXPENSE	2,596	3,234	3,395	1,805		2,008		
043200-2210	RETIREMENT	4,232	4,818	5,110	2,570		4,101		
043200-2300	HEALTH INSURANCE	1,327	5,851	5,571	3,742		6,019		
043200-2400	LIFE INSURANCE	2,102	2,050	2,203	1,414		1,957		
043200-2700	WORKER'S COMPENSATION	941	727	1,000	988		1,000		
043200-2899	MISCELLANEOUS BENEFITS	20	67	115	43		115		
	---EMPLOYEE BENEFITS---								
043200-3100	PROFESSIONAL SERVICES	40	855						
043200-3310	CONTRACTUAL REPAIR/MAINT	24,029	22,173	20,000	7,356		20,000		
043200-3320	MAINTENANCE CONTRACTS	8,144	11,255	6,000	11,078		12,000		
043200-3330	JANITORIAL SERVICE	41,546	34,328	51,000	29,232		46,000		
043200-3701	UNIFORM RENTAL	245	221	212	123		212		
	---PURCHASED SERVICES---								
043200-4200	VEHICLE EXPENSES	80							
	---INTERNAL SERVICES---								
	---SUB TOTAL---	119,492	128,511	138,987	82,541		128,959		
043200-4200-110	MOTOR POOL LABOR	824	1,017	990	388		850		
	---INTERNAL SERVICES---	824	1,017	990	388		850		
	---SUB TOTAL---	824	1,017	990	388		850		
043200-4200-310	CONTRACTUAL REPAIR	114	1,001	1,050	409		369		
	---INTERNAL SERVICES---	114	1,001	1,050	409		369		
	---SUB TOTAL---	114	1,001	1,050	409		369		
043200-4200-535	AUTOMOTIVE INSURANCE	832	815	1,000	793		1,000		
	---INTERNAL SERVICES---	832	815	1,000	793		1,000		
	---SUB TOTAL---	832	815	1,000	793		1,000		
043200-4200-608	FUEL	2,517	3,162	2,700	1,996		3,200		
	---INTERNAL SERVICES---	2,517	3,162	2,700	1,996		3,200		
	---SUB TOTAL---	2,517	3,162	2,700	1,996		3,200		
043200-4200-609	REPAIR PARTS & TIRES	833	357	680	130		290		
	---INTERNAL SERVICES---	833	357	680	130		290		
	---SUB TOTAL---	833	357	680	130		290		

	— Prior Years — Expenditure FY/2009	Expenditure FY/2010	Adopted Budget	— Current Year — Actual On 2011/03	Projected Expenditure	—FY/2012 Budget Year — Department Request	Town Manager Recommends	Adopted Budget
** GENERAL PROPERTIES **								
043200-4200-699								
	293	4,199	305	86		200		
—INTERNAL SERVICES—	293	4,199	305	86		200		
—SUB TOTAL—	293	4,199	305	86		200		
043200-5110	39,984	31,563	38,000	22,331		38,000		
043200-5120	21,122	18,914	22,000	14,924		21,000		
043200-5230	2,728	3,076	2,700	2,466		2,700		
043200-5302	9,279	9,302	12,000	7,408		12,000		
043200-5308	879	861	1,080	907		1,714		
043200-5410	909	428	1,000	225		1,000		
043200-5540	55	64		1,169		500		
—OTHER CHARGES—								
043200-6007	5,666	5,068	8,000	456		8,000		
043200-6011	235	117	134	80		134		
043200-6025	3,815	5,729						
043200-6032	807		7,500	1,701		7,000		
043200-6033			500			1,000		
043200-6099	17,900	25,563	16,000	18,057		18,000		
—MATERIALS & SUPPLIES								
043200-8202	6,691	968	500	132		500		
043200-8258			500	2,525				
—CAPITAL OUTLAY—								
—SUB TOTAL—	110,070	101,653	109,914	72,381		111,548		
—TOTAL—	234,975	240,715	255,626	158,724		246,416		

Function:	Contributions
Fund:	General
Department:	

Program Description:

This function summarizes contributions made by the Town to outside agencies.

Manager's Message:

There are several agency requests and budgets which the Town provides funding assistance to which are not grouped together under any particular functional category of the Town's budget, all of which are also discussed separately in the budget narrative. These requests address a wide range of services to an even wider range of citizens; many of whom are in need of the service provided by the specified nonprofit. These agencies have been funded by Council in the past at various levels, recognizing that the agencies also directly serve Fauquier County, and by extension also many of Warrenton's citizens. These not-for-profit organizations' services provide improvements to the quality of life of many individuals who are least able to help themselves. As such, the agencies are viewed as partners with the Town government in providing services the Town could not otherwise provide as efficiently.

In formulating policy for budget development it was determined that the next fiscal year's budget would be "maintenance of service level". The majority of agencies requested level funding and requested increases were reduced to previous year's levels.

Function:	Contributions
Fund:	General
Department:	Welfare Social Services

Program Description:

Contributions in this category include human service related contributions to a number of agencies, including:

- Fauquier Community Action
- Fauquier Family Shelter Services
- Fauquier Community Child Care
- Fauquier Free Clinic
- Piedmont Dispute Resolution Center
- Circuit Rider
- Literacy Volunteers of Fauquier
- Fauquier Cadre
- Rappahannock/ Rapidan Medical Reserve

Manager's Message:

Fauquier Community Action:

Level funding recommended. Fauquier Community Action (FCA) is to receive continued funding of \$7,500 for FY2012 that is used to leverage other federal and state grants. The Community Action Agency continues to operate numerous programs that benefit Warrenton residents, such as Bright Stars, Head Start, nutritional services, etc.

Fauquier Family Shelter Services:

Fauquier Family Shelter Services has requested level funding of \$6,700.

Fauquier Community Child Care:

Fauquier Community Child Care (FCCC) is to receive level funding in the amount of \$4,500 for FY2012. The FCCC program, which provides affordable childcare in concert with the Fauquier County Schools, provides an important child care service to Warrenton residents at Brumfield, Bradley and P.B. Smith Elementary Schools.

Fauquier Free Clinic:

Level funding requested and recommended. The Fauquier Free Clinic's funding for FY2012 remains at \$10,000. The Clinic provides primary medical care to uninsured residents with a special effort to include all children. Local practitioners who volunteer their time and talent provide all medical and dental care. The town's donation will be used to purchase medications for uninsured residents of the town and to support operations.

Piedmont Dispute Resolution Center:

Level funding requested and recommended. The Piedmont Dispute Resolution Center will receive funding in the amount of \$1,000. The part-time staff at the Center works with the court system and staff are assigned by the courts to a wide range of mediation responsibilities involving juvenile and domestic abuse, domestic problems, divorce and juvenile issues. In addition, the Center trains peer mediators for the school system who are often able to resolve issues between students before they escalate into serious problems. Funding is recommended to continue at the requested level.

Circuit Rider:

The Town is proposing to provide \$39,961 in direct funding, and \$5,200 of "in-kind" services necessary to maintain and fuel the bus.

Literacy Volunteers of Fauquier:

The FY2012 request by Literacy Volunteers of Fauquier of \$2,500 is included in this budget.

Fauquier Cadre:

Fauquier CADRE, (Community Alliance for Drug Rehabilitation and Education) is dedicated to minimizing the threat of alcohol, tobacco, and drug use in the Fauquier County community. CADRE, although primarily dedicated to adolescents and young adults, readily provides information, education, and referrals to all persons who need assistance with alcohol, tobacco, and drug prevention. Town Manager recommends level funding of \$2,000 for FY2012, per the agency's request.

Rappahannock/Rapidan Medical Reserves:

Funding request is \$500. Town Manager recommends \$500 funding for FY2012.

		— Prior	Years		Current	Year		—FY/2012	Budget	Year	
		Expenditure	Expenditure	Adopted	Actual On	Projected	Department	Department	Town Manager	Adopted	
		FY/2009	FY/2010	Budget	2011/03	Expenditure	Request	Request	Recommends	Budget	
053500	** WELFARE & SOCIAL SERVICES										
	—PERSONAL SERVICES—										
053500-5693	CONTR-FAUO COMMUNITY ACTION	7,500	7,500	7,500	5,625			7,500			
053500-5694	CONTR-FAUQUER FAMILY SHELTE	6,700	6,700	6,700	5,025			6,700			
053500-5695	CONTR-FAUQUER COMMUNITY CHI	4,500	4,500	4,500	3,375			4,500			
053500-5697	CONTR-FAUQUER FREE CLINIC	10,000	10,000	10,000	7,500			10,000			
053500-5698	CONTR-PIEDMONT DISPUTE RESOL	1,000	1,000	1,000	500			1,000			
053500-5700	CONTR-CIRCUIT RIDER	39,961	39,961	39,961	29,971			39,961			
053500-5703	CONTR-LITERACY VOLUNTEERS OF	2,500	2,500	2,500	1,875			2,500			
053500-5704	CONTR-FAUQUER CADRE	2,000	2,000	2,000	1,500			2,000			
053500-5707	CONTR-RAPP/RAPIDAN MEDICAL R	500	500	500	375			500			
	—OTHER CHARGES—										
	—SUB TOTAL—	74,661	74,661	74,661	55,746			74,661			
053500-5700-001	CIRCUIT RIDER VEHICLE EXPENS	10,550	15,780	5,200	15,702			5,200			
	—OTHER CHARGES—	10,550	15,780	5,200	15,702			5,200			
	—SUB TOTAL—	10,550	15,780	5,200	15,702			5,200			
	—TOTAL—	85,211	90,441	79,861	71,448			79,861			

**Town of Warrenton
FY2012 Budget**

Function:	Public Works
Fund:	General
Department:	Maintenance - Cemetery

Program Description:

This activity includes all Town direct expenses for the maintenance of the 18+ acre historic cemetery in the Town.

Manager's Message:

The FY2012 budget represents proposed expenditures of \$107,829, a decrease of \$14,278 which is 11.7% below FY2011. The proposed budget provides staffing to address the year round maintenance requirements and the need to establish some continuity in the cemetery for the future. A tree maintenance line item is included to the budget for professional trimming and pruning of the larger trees that are beyond staff capability and need extra care in handling around the headstones.

The Town has come to the end of generating revenue from the sale of lots. Thirty four (34) cremation sites are left, with no sites sold in the past year. Although all full size lots have been sold, staff still is involved with 20-30 burials a year, which generates approximately \$20,000 annually in fees for opening and closing the grave sites.

The Motor Pool represents the cost of operating and maintaining motor vehicles and equipment used by the various departments. Costs are contained in the Motor Pool Fund and are estimated based on historical usage for gas, labor and parts and based on actual cost for insurance. Costs are allocated to the using departments based on prior year's actual usage for FY2012 budget purposes. Actual costs are charged, when incurred, to the specific vehicle or piece of equipment based on actual work completed. Although the primary equipment of the cemetery are mowers and small equipment, this budget allocates the costs of the backhoe and dump truck usage for the graves dug and closed each year.

Personnel Summary:

	Actual FY2009	Actual FY2010	Budget FY2011	Proposed FY2012	Change
Full Time	2.00	2.00	2.00	2.00	0.00
Part Time	0.50	0.00	.00	.00	0.00
Total	2.50	2.00	2.00	2.00	0.00

		— Prior Expenditure FY/2009	Years — Expenditure FY/2010	Adopted Budget	Current Actual On 2011/03	Year — Projected Expenditure	—FY/2012 Department Request	Budget Year — Town Manager Recommends	— Adopted Budget
071400	* MAINTENANCE - CEMETERY *								
071400-1300	WAGES & EXTRA HELP —PERSONAL SERVICES—	66,816	73,907	70,436	30,304		56,324		
071400-2100	FICA EXPENSE	4,792	5,382	5,388	2,155		4,309		
071400-2210	RETIREMENT	4,486	4,465	7,497	1,871		6,092		
071400-2300	HEALTH INSURANCE	13,885	15,308	16,055	10,185		15,782		
071400-2400	LIFE INSURANCE	316	251	503	44		144		
071400-2700	WORKER'S COMPENSATION	1,636	1,263	1,700	2,297		1,700		
071400-2899	MISC BENEFITS —EMPLOYEE BENEFITS—	120	139	230	86		230		
071400-3310	CONTRACTUAL REPAIR/MAINTENAN		2,800	1,000			1,000		
071400-3701	UNIFORM RENTAL	341	294	350	216		350		
071400-3990	PAYMENTS ON CONTRACTS —PURCHASED SERVICES—			500			500		
	—SUB TOTAL—	92,392	103,809	103,659	47,158		86,431		
071400-4200-110	MOTOR POOL LABOR —INTERNAL SERVICES—	3,137	1,734	2,485	2,558		2,665		
	—SUB TOTAL—	3,137	1,734	2,485	2,558		2,665		
071400-4200-310	CONTRACTUAL REPAIR —INTERNAL SERVICES—	335	242	250	2,000		1,990		
	—SUB TOTAL—	335	242	250	2,000		1,990		
071400-4200-535	EQUIPMENT INSURANCE —INTERNAL SERVICES—								
071400-4200-608	GASOLINE —INTERNAL SERVICES—	1,164	1,324	1,300	1,004		1,500		
	—SUB TOTAL—	1,164	1,324	1,300	1,004		1,500		
071400-4200-609	REPAIR PARTS & TIRES —INTERNAL SERVICES—	3,154	1,403	1,970	2,364		2,600		
	—SUB TOTAL—	3,154	1,403	1,970	2,364		2,600		
071400-4200-699	OTHER MOTOR POOL COSTS —INTERNAL SERVICES—	1,105	332	1,010	570		590		
	—SUB TOTAL—	1,105	332	1,010	570		590		
071400-5110	ELECTRIC CURRENT	1,651	1,480	1,300	894		1,300		

	— Prior Expenditure FY/2009	Years Expenditure FY/2010	Adopted Budget	Current Actual On 2011/03	Year Projected Expenditure	—FY/2012 Department Request	Budget Year Town Manager Recommends	Adopted Budget
* MAINTENANCE - CEMETERY *								
071400-5120			250			250		
071400-5302	137	126	175	91		175		
071400-5308	401	415	600	434		820		
071400-5410	1,417	2,187	1,200	2,482		1,400		
—OTHER CHARGES—								
071400-6007			500			500		
071400-6011	89	95	208	116		208		
071400-6024		200	200			200		
071400-6099	2,226	2,427	2,000	644		2,200		
—MATERIALS & SUPPLIES								
071400-8201	155			350				
071400-8261	5,120		5,000			5,000		
—CAPITAL OUTLAY—								
—SUB TOTAL—								
	11,196	6,930	11,433	5,011		12,053		
—TOTAL—								
	112,483	115,774	122,107	60,665		107,829		

Function:	Contributions
Fund:	General
Department:	Cultural Enrichment

Program Description:

Contributions in this category include arts and historical related contributions to a number of agencies, including:

- **Bluemont Concert Series**
- **Fauquier Historical Society**
- **Heritage Day – Mosby Foundation**
- **First Night Warrenton**

Bluemont Concert Series:

The Town Manager recommends continued funding in the amount of \$10,000 for FY2012. Through the Local Government Challenge Grant we receive \$5,000 from the Virginia Commission for the Arts which we forward to Bluemont.

Fauquier Historical Society:

The Town Manager recommends funding for this organization for FY2012 in the amount of \$10,000, consistent with prior years funding.

Heritage Day – Mosby Foundation:

The organization's funding request is in the amount of \$2,500 to fund a Heritage Day event. The Town Manager recommends funding of \$2,500 for this event in FY2012.

First Night Warrenton:

Bluemont Concert Series request funding in the amount of \$5,000 for the annual New Year's Eve plus the annual of cost of registering this event with the National organization. The Town Manager recommends full funding for First Night Warrenton in FY2012. This amount includes the annual First Night Registration Fee.

		— Prior Years — Expenditure FY/2009	Expenditure FY/2010	Adopted Budget	Current Year — Actual On 2011/03	Projected Expenditure	—FY/2012 Budget Year — Department Request	Town Manager Recommends	Adopted Budget
072600	** CULTURAL ENRICHMENT **								
	—PERSONAL SERVICES—								
072600-5691	CONTR-BLUEMONT CONCERT SERIE	12,521	11,533	10,000	8,750		10,000		
072600-5694	CONTR-FAUQUIER HISTORICAL	10,000	10,000	10,000	7,500		10,000		
072600-5698	MOSBY FOUNDATION - HERITAGE	2,500	2,500	2,500	4,000		2,500		
072600-5699	CONTR-FIRST NIGHT OUT	5,000	5,000	5,000	5,000		5,000		
	—OTHER CHARGES—								
	—SUB TOTAL—	30,021	29,033	27,500	25,250		27,500		
	—TOTAL—	30,021	29,033	27,500	25,250		27,500		

Function:	Planning and Community Development
Fund:	General
Department:	

Program Description:

The functional classification of Planning and Community Development includes funding for all operational aspects of Planning, Zoning, Building Administration and Erosion and Sediment Control which includes current planning/zoning (zoning administration, rezoning, site plan review, etc.), long range planning, the Architectural Review Board, Planning Commission, Board of Zoning Appeals, Regional Planning District Commission coordination, special projects and the land development review process. The Department of Economic Development was consolidated within the Department of Planning and Community Development and no longer has a separate budget. Critical elements of the economic development program have been retained and include funding for the Town-County Visitor Center and the Partnership for Warrenton Foundation and close coordination with the Fauquier County Economic Development Office as an integral part of these services.

Manager's Message:

The Community Development function includes funding for all operations of the Department of Planning and Community Development such as zoning administration, special use and rezoning applications, long-range planning, staff support for the Architectural Review Board, Planning Commission, Board of Zoning Appeals, funding for the Regional Planning District Commission (PD-9) and the Warrenton Visitor's Center. The FY2012 proposed budget is \$365,527, a \$44,104 or 10.8% decrease below the FY2011 budget of \$409,631. This is due to the completion of the comprehensive plan elements and other contracted projects. The operating portion of the budget reflects the economic conditions of the Town and attempts a more realistic alignment with the anticipated revenues consistent with the building and development activities that are expected over the next few years.

Personnel Summary:

	Actual FY2009	Actual FY2010	Budget FY2011	Proposed FY2012	Change
Full Time	6.70	5.80	4.75	4.75	0.00
Part Time	1.00	.60	.60	.60	0.00
Total	7.70	6.40	5.35	5.35	0.00

Function:	Planning and Community Development
Fund:	General
Department:	Planning and Zoning

Program Description:

The Department of Planning and Zoning provides support in the areas of current planning, long-range planning, community development and administration. The department enforces the regulations of the Zoning and Subdivision Ordinance, Building Code and the Town Code. The department provides research and support for the Town Council, Planning Commission, Board of Zoning Appeals, Architectural Review Board, and the Transportation Safety Commission. All plans for new construction, rehabilitation of existing structures and development of properties in the Town are reviewed and approved by the Planning and Zoning Department. Additionally, the department is responsible for developing and updating the Town's Comprehensive Plan, development review ordinances (Zoning, Subdivision and Historic District Design Guidelines) and the Capital Improvements Program.

Manager's Message:

Planning and Zoning provides a wide range of services to the Town that include administrative, advisory, ordinance enforcement and general staff level functions for most appointed officials and departments. The activities that exemplify these functions are monitoring and administering the land development review ordinances (zoning, subdivision and historic district guidelines); development permits (zoning, building, erosion and sediment control); and reviewing proposals for new or renovated development through preliminary concept, sketch and site plans. Staff supports the procedural functions of appointed boards/commissions of the Town including the Planning Commission, Board of Zoning Appeals, Architectural Review Board and others. The department also provides research and advisory expertise on community development issues to the Town Council, various appointed bodies and Town operating departments. Information and research assistance includes grant applications, preparation of the annual Capital Improvement Program and maintenance of the Geographic Information System (computerized data and mapping).

The proposed budget for FY2012 is \$289,250, which reflects a decrease of \$40,419 or 12.3% below FY2011. Some staff changes were made during FY2010 for more effective staff use by sharing the front desk reception/Permit Technician position between administration and building inspection. This provides better customer service for applicants to improve submissions and makes better use of building department personnel. Another measure undertaken to deal with the economic realities was the combination of the

Director and Community Development Assistant/Economic Development Planner positions. This removes the full-time salary and fringe benefits from the budget in favor of a combined role until the economy and development revenues improve. This assures the continuation of key planning functions to allow the highest quality of Town services. The budget provides for a full range of professional staff services with appropriate consulting functions to insure that critical landscaping, traffic and urban design elements are competently addressed with each development proposal.

The department will continue its focus on the procedures and communication of development issues with the Town and the public. While the ordinances were amended, a number of minor revisions have been identified and will be executed in the coming year. Staff can also focus on ancillary tools to assist the development review activities and provide uniform information to aid the Town in development decisions. Permits, applications and violations have been consolidated into electronic logs to adequately track progress and maintain continuity of the review process. The GIS adds the opportunity to correlate differing data elements and expand the staff review process as well as increase the availability of information to Council and the public.

The department works closely with Town agencies and departments to help achieve its objectives and improve efficiencies in the budget. There is already coordination of inspections through cooperative administration and consolidation of field inspections with the Building Department. A series of Standard Operating Procedures created within the past five years is under review to update departmental functions. In the past few years, this resulted in a streamlining of certain office operations and coordination with other departments, such as coordinated site reviews for bond reduction and "As Built" drawings that are triggered by the Certificate of Occupancy request rather than at bond release.

There will be continued involvement with Fauquier County and the Rappahannock-Rapidan Regional Planning District Commission (PD9) to coordinate local and regional planning issues. The Town has benefited from participation in the Rural Transportation Committee at PD9. This has identified essential traffic and road issues and enabled the Town to participate in supplemental funding opportunities for traffic studies and facilities. Joint planning activities have been established with Fauquier County Planning for site plan and transportation coordination and it is anticipated that these will become more formalized over the coming years.

This year, data processing costs incurred for routine network support, hardware, software, infrastructure, communications and maintenance are accounted for in the Data Processing Fund and allocated to the using departments based on the number of user accounts for each department. Per user costs for the data processing function are estimated to be \$2,377 per user for FY2012. The Planning and Community Development Department has an allocation to account 4100 of \$7,127 for FY2012.

Personnel Summary:

	Actual FY2009	Actual FY2010	Budget FY2011	Proposed FY2012	Change
Full Time	4.70	4.70	3.40	2.40	- 1.00
Part Time	0.50	0.50	0.30	0.30	0.00
Total	5.20	5.20	3.70	2.70	- 1.00

		----- Prior Years -----		----- Current Year -----		----- FY/2012 Budget Year -----			
		Expenditure FY/2009	Expenditure FY/2010	Adopted Budget	Actual On 2011/03	Projected Expenditure	Department Request	Town Manager Recommends	Adopted Budget
081100	*PLANNING & COMMUNITY DEVELO								
081100-1101	SALARIES-COMM. MEMBERS	7,125	6,900	7,200	5,325		7,200		
081100-1102	SALARY-PLANNING DIRECTOR	78,721	82,944	74,332	51,821		77,191		
081100-1104	SALARY-COMM & ECON DEV ASSIS	52,082	1,643						
081100-1106	SALARY-ZONING INSPECTOR	33,393	19,860	21,018	15,737		21,566		
081100-1107	SALARY-PLANNER	41,591	62,706	41,231	29,079		42,793		
081100-1108	SALARY-PERMIT TECHNICIAN	5,764	8,804	6,980	4,593		7,156		
081100-1300	WAGES & EXTRA HELP	2,714	238		905				
	---PERSONAL SERVICES---								
081100-2100	FICA EXPENSE	18,702	13,698	11,533	7,766		8,809		
081100-2210	RETIREMENT	25,018	19,321	16,089	8,984		16,802		
081100-2300	HEALTH INSURANCE	31,895	23,492	20,055	14,416		18,189		
081100-2400	LIFE INSURANCE	2,006	1,126	1,079	211		396		
081100-2700	WORKER'S COMPENSATION	1,224	945	1,312	289		1,312		
081100-2899	MISC. BENEFITS	530	278	276	139		276		
	---EMPLOYEE BENEFITS---								
081100-3100	PROFESSIONAL SERVICES	6,449	21,473	20,000	15,446		10,000		
081100-3103	PROF SERVICES-COMPREHENSIVE	1,200							
081100-3105	PROF SERVICES-DATA PROCESSIN	2,808	2,588						
081100-3109	CONSULTATION-PLANNING GRANT		5,370						
081100-3110	PROFESSIONAL SERVICES - LEGA			1,000					
081100-3200	TEMPORARY HELP SERVICES		1,377	1,000			500		
081100-3310	CONTRACTUAL REPAIR/MAIN			300	130		300		
081100-3320	MAINTENANCE CONTRACTS	200		2,500	1,732		2,500		
081100-3500	PRINTING	231	265	600	179		250		
081100-3600	ADVERTISING	8,866	5,602	5,000	4,932		4,000		
	---PURCHASED SERVICES---								
081100-4100	DATA PROCESSING	15,341	9,237	6,048	7,206		7,127		
	---INTERNAL SERVICES---								
081100-5210	POSTAGE	4,016	2,333	3,000	1,709		2,500		
081100-5230	COMMUNICATION	1,812	2,054	1,900	1,639		2,250		
081100-5306	SURETY BOND	141	120	148	123		148		
081100-5307	PUBLIC OFFICIALS LIABILITY I	10,168	9,662	11,278	11,298		11,278		
081100-5308	GENERAL LIABILITY INS	1,943	2,137	2,010	2,014		3,807		
081100-5410	LEASE OF EQUIPMENT	7,060	4,761	7,630	2,076		3,000		
081100-5510	TRAVEL	2,593	468		228				
081100-5540	TRAINING	1,505	390		145				
081100-5685	SUPPORT-PARTNERSHIP	35,000	30,000	55,000	22,500		30,000		
081100-5687	SUPPORT-LORD FAIRFAX SMALL B	5,000							
081100-5690	CONTRIBUTION PLANNING DISTRI	6,899	6,835	6,900	6,889		6,900		
081100-5810	MEMBERSHIPS & DUES	1,313	383	1,000	795		800		
	---OTHER CHARGES---								
081100-6001	OFFICE SUPPLIES	1,743	1,619	1,500	709		1,000		

	— Prior Years — Expenditure FY/2009	Expenditure FY/2010	Adopted Budget	— Current Year — Actual On 2011/03	Projected Expenditure	—FY/2012 Department Request	Budget Year — Town Manager Recommends	Adopted Budget
*PLANNING & COMMUNITY DEVELO								
081100-6012								
	884	1,619	600	8		500		
081100-6099								
	192	138	250	156		250		
	—MATERIALS & SUPPLIES							
081100-8202								
		646	500			250		
081100-8207								
	888		400			200		
	—CAPITAL OUTLAY							
	—SUB TOTAL—							
	417,017	351,032	329,669	219,179		289,250		
	—TOTAL—							
	417,017	351,032	329,669	219,179		289,250		

Function:	Planning and Community Development
Fund:	General
Department:	Visitor's Center

Program Description:

This program is somewhat unique in that the Town of Warrenton has changed from operating the “Visitor’s Center” with two other partners, to operating the facility independently. The new Town Visitor’s Center is in operation and providing tourism and information services to the public about the Town and surrounding area.

Manager’s Message:

The Town of Warrenton has been focusing upon the economic benefits of tourism for a number of years. In fact, meals and lodging revenues comprise a significant portion of the Town’s revenues and justify the Town’s investment in tourism related endeavors. The facility has been in operation at its current location for over two years. It has been a welcomed addition to the downtown and has worked well with other organizations to promote the Town of Warrenton.

The Visitor’s Center is providing an excellent space for tourism information and community uses. Negotiations are proceeding for joint use by the Greater Warrenton Chamber of Commerce and various volunteer organizations are expected to continue to take advantage of the central location and meeting opportunities provided in the facility. The operation of this center would not have been possible without the dedicated assistance of the part-time staff members and volunteers, which serve the tourist and our community.

The operational funding request is below the prior year’s budget and represents full operation of the facility and staffing. This is accomplished with a proposed FY2012 budget of \$75,147 which is a decrease of 3.3% below the current budget.

This year, data processing costs incurred for routine network support, hardware, software, infrastructure, communications, and maintenance are accounted for in the Data Processing Fund and allocated to the using departments based on the number of user accounts for each department. Per user costs for the data processing function are estimated to be \$2,377 per user for FY2012. The Visitor’s Center has the equivalent of 1.5 users (3.0 part-time covering one position) representing an allocation to account 4100 of \$3,563 for FY2012.

Personnel Summary:

	Actual FY2009	Actual FY2010	Budget FY2011	Proposed FY2012	Change
Full Time	0.00	0.00	0.00	0.00	0.00
Part Time	3.00	3.00	3.00	3.00	0.00
Total	3.00	3.00	3.00	3.00	0.00

		Prior Expenditure FY/2009	Years Expenditure FY/2010	Adopted Budget	Current Actual On 2011/03	Year Projected Expenditure	FY/2012 Department Request	Budget Year Town Manager Recommends	Adopted Budget
081200	**VISITOR CENTER**								
081200-1300	WAGES & EXTRA HELP	47,068	48,000	50,720	34,975		51,468		
	—PERSONAL SERVICES—								
081200-2100	FICA EXPENSE	3,601	3,672	3,880	2,676		2,908		
081200-2700	WORKER'S COMP	64	278	68	171		68		
081200-2899	MISCELLANEOUS BENEFITS	40	360	225			225		
	—EMPLOYEE BENEFITS—								
081200-3310	CONTRACTUAL REPAIR/MAINT	100		100			100		
081200-3500	PRINTING		338	500	15,659		500		
081200-3600	ADVERTISING	1,855	230	2,000	230		500		
	—PURCHASED SERVICES—								
081200-4100	DATA PROCESSING	3,056	2,263	3,024	3,603		3,563		
	—INTERNAL SERVICES—								
081200-5110	ELECTRIC CURRENT	3,136	2,886	3,600	2,246		3,600		
081200-5120	FUEL	1,685	1,470	2,400	1,261		2,000		
081200-5210	POSTAGE	1,290	1,166	1,500	783		1,500		
081200-5230	COMMUNICATION	2,836	3,020	4,200	1,956		3,100		
081200-5410	LEASE OF EQUIPMENT	2,624	2,466	2,400	1,800		2,400		
081200-5510	TRAVEL	608	807				800		
081200-5540	TRAINING	140			305		150		
081200-5691	SUPPORT - VTC MKTG LEVERAGE	2,500							
081200-5810	MEMBERSHIP DUES	665	665	1,200	665		665		
	—OTHER CHARGES—								
081200-6001	OFFICE SUPPLIES	462	641	800	364		800		
081200-6012	SUBSCRIPTIONS	249	236	325	259		300		
081200-6099	MATERIALS & SUPPLIES	526	253	750	62		500		
	—MATERIALS & SUPPLIES—								
081200-8202	FURNITURE & FIXTURES	580	406						
	—CAPITAL OUTLAY—								
	—SUB TOTAL—	73,085	69,157	77,692	67,015		75,147		
	—TOTAL—	73,085	69,157	77,692	67,015		75,147		

Function:	Planning and Community Development
Fund:	General
Department:	Board of Zoning Appeals (BZA)

Program Description:

The Board of Zoning Appeals is established by State Code to hear and decide upon requests for special exceptions and appeals from any order, decision or determination made by an administrative officer enforcing the Town’s Zoning or Subdivision Ordinance. The Board also interprets the district zoning map where uncertainty exists regarding the location of a district boundary and authorizes variances from the strict terms of the Zoning Ordinance where a clear hardship can be demonstrated. Nominations for the BZA are solicited by Town Council from the general public and are representative of the Town at-large. Recommendations for appointment are made to and approved by the Circuit Court.

The Board consists of Chairman, Vice-Chairman and three members. The Zoning Administrator, Town Attorney and a part-time secretary provide staff support. The Board strives to provide quality and timely services to those citizens in need of Board actions. The meetings are regularly scheduled on the first Tuesday of each month. During FY2011, the Board heard one (1) application for variance (special exceptions became special use permits in the 2006 zoning amendment and are heard by the Town Council) for an exception to the maximum front yard setback in the R-10 District. The revisions of the 2006 Zoning Ordinance amendment have resolved many previous problems with the bulk regulations.

Manager’s Message:

The Board of Zoning Appeals provides the opportunity to adjust the execution of the ordinance to accommodate property and structures that could not otherwise meet the adopted standards of development due to unusual circumstances or age that preceded the current code. The Board operates under strictly specified procedures and regulations or state statute that determines the latitude and degree of flexibility that can be exercised on any case. As a result, there are no formal work plans other than those dictated by their quasi-judicial responsibilities to hear cases of variances, special exception and appeals of staff determinations. The Department of Planning and Community Development serves as staff advisors and support for this function. The proposed FY2012 budget represents a decrease of 54.5% below FY2011 demonstrating the declining activity due to the amended ordinances, which accommodated many of the anomalies that generated the need for property variances.

		— Prior Years — Expenditure FY/2009	Expenditure FY/2010	Adopted Budget	Current Year Actual On 2011/03	Year — Projected Expenditure	—FY/2012 Department Request	Budget Year Town Manager Recommends	Adopted Budget
081400	** BOARD OF ZONING APPEALS *								
081400-1300	WAGES & EXTRA HELP —PERSONAL SERVICES—								
081400-2100	FICA EXPENSE —EMPLOYEE BENEFITS—								
081400-3600	ADVERTISING —PURCHASED SERVICES—		1,810	1,000			500		
081400-5210	POSTAGE			100					
081400-5510	TRAVEL		37						
081400-5540	TRAINING								
	—OTHER CHARGES—								
	—SUB TOTAL—		1,847	1,100			500		
	—TOTAL—		1,847	1,100			500		

Function:	Planning and Community Development
Fund:	General
Department:	Architectural Review Board (ARB)

Program Description:

The Architectural Review Board's (ARB) primary function is to review applications for construction, reconstruction, substantial exterior alteration, demolition, relocation and signage within the Town's historic district. In addition, the ARB assists the Town Council, Planning Commission and property owners in matters involving historically significant sites and buildings; advises owners of historic landmarks or contributing structures on preservation efforts; and proposes additions to the historic district. The ARB is supported by Town staff, which prepares reports for their review, schedules meetings and provides general administrative support.

The ARB consists of a Chairman, Vice-Chairman and three other members appointed by the Town Council. The Board is assisted by a staff person and a secretary from the Planning Department. Specific architectural services are obtained on occasion to advise the Board on unique structural details as the need arises. The Board meets monthly on the fourth Thursday and often meets on an as-needed basis to accommodate the needs of Town citizens. During 2010, the ARB considered 38 cases and issued 33 Certificates of Appropriateness for improvements and modifications to structures within the Warrenton Historic District. This represents an 86.8% rate of acceptance from applications. In addition, another 12 applications were processed administratively in accordance with the Historic District Ordinance and approved as appropriate with the regulations. One application was denied and no cases were appealed to the Town Council during 2010.

Manager's Message:

The Town's Architectural Review Board is made up of 5 members appointed by the Town Council. This appointed body works to preserve and protect historic places and structures in the Town of Warrenton Historic District through the control of building demolition, the regulation of architectural design and uses and the education of the public on the importance of historic preservation. The proposed FY2012 budget provides for the routine functions of the Board in reviewing the unique issues of design and preservation for properties within the Historic District. The Board recently completed a review of the Historic District boundary as part of the comprehensive plan revision and revised the Historic District Guidelines to reflect the zoning amendments approved in 2006. Funding is available from prior years to provide expertise for expansion of the Historic District as well as printing of the new Guidelines and insure their availability for residents and those interested in the structures in the District. The budget for FY2012

represents a decrease of 46.2% due to the completion of tasks associated with the Comprehensive Plan Update and the conclusion of work elements in FY2011.

Function:	Transfers and Reserves
Fund:	General
Department:	

Program Description:

This function includes the contribution from the General Fund to other Town funds. Additionally, provisions for contingencies and reserves for future General Fund expenditures are included in this function.

Manager's Message:

Transfers direct General Funds not used for daily governmental operations or support of departmental budgets to other expenditure areas. The FY 2012 budget proposes a total of \$1,628,837 to be transferred to other departments and a portion to the undesignated fund balance for the General Fund. Part of the excess of revenues over expenditures for the General Fund, \$936,208, is to be transferred to the Parks and Recreation Fund to support operations. A proposed \$361,836 transfer to the Capital Projects Fund is for projects identified in the CIP document and the remaining transfer of \$330,793 to the undesignated fund balance.

	— Prior Expenditure FY/2009	Years — Expenditure FY/2010	Adopted Budget	Current Year — Actual On 2011/03	Projected Expenditure	—FY/2012 Department Request	Budget Year — Town Manager Recommends	Adopted Budget
093100								
093100-0097								
093100-0098			293,584			330,793		
093100-0099								
—PERSONAL SERVICES—								
093100-9201	513,500	220,561	375,325			361,836		
093100-9202								
093100-9203	1,159,887	1,331,819	984,737			936,208		
093100-9204								
—OTHER USES OF FUNDS—								
—SUB TOTAL—	1,673,387	1,552,380	1,653,646			1,628,837		
—TOTAL—	1,673,387	1,552,380	1,653,646			1,628,837		

Function:	Debt Service
Fund:	General
Department:	Debt Service

Program Description:

This function includes the funding for principal and interest payments for General Fund lease purchase agreements.

Manager's Message:

The General Fund has no debt.

— Prior Years —		— Current Year —			—FY/2012 Budget Year —		
Expenditure FY/2009	Expenditure FY/2010	Adopted Budget	Actual On 2011/03	Projected Expenditure	Department Request	Town Manager Recommends	Adopted Budget
095100	** DEBT SERVICE **						
	—PERSONAL SERVICES—						
095100-9111	LEASE PURCHASE-2001-POLICE C						
095100-9112	LEASE PURCHASE-2001-AS400						
095100-9114	NOTE - REC CTR PRIN						
095100-9115	LEASE PURCHASE HP DESIGNJET						
095100-9121	LEASE PURCHASE - INTEREST						
095100-9122	NOTE - REC CTR INT						
095100-9123	NOTE-REC CTR AMORT						
	—OTHER USES OF FUNDS—						
TOTAL FOR FUND		8,647,231	8,985,774	8,837,671	5,334,428	8,817,883	

**TOWN OF WARRENTON, VIRGINIA
SUMMARY OF CAPITAL PROJECTS BUDGET
FOR PROPOSED AND LAST FISCAL YEAR**

<u>CAPITAL PROJECTS FUND</u>	<u>ADOPTED</u> <u>2010-2011</u>	<u>PROPOSED</u> <u>2011-2012</u>
<u>REVENUES</u>		
Revenues from Local Governments	\$ -	\$ -
Transfers & Reserves	375,325	361,836
TOTAL CAPITAL PROJECTS FUND REVENUE	<u>\$ 375,325</u>	<u>\$ 361,836</u>
<u>EXPENDITURES</u>		
Equipment	\$ 106,325	\$ 273,836
Projects	269,000	88,000
Transfers & Reserves	-	-
TOTAL CAPITAL PROJECTS FUND EXPENDITURES	<u>\$ 375,325</u>	<u>\$ 361,836</u>

Capital Projects Fund

Revenue

Total Capital Projects Fund revenue for FY2012 totals \$361,836.

**Revenue Description:
FY2012 Estimate:**

**Transfers from General Fund
\$361,836**

This line item includes transfers from the General Fund to fund capital projects scheduled for completion in FY2012.

	Prior Years			FY/2011 Current Year			FY/2012 Budget Year		
	Revenue FY/2008	Revenue FY/2009	Revenue FY/2010	Adopted Budget	Actual On 2011/03	Projected Revenue	Department Request	WARRENTON Recommends	Adopted Budget
000999	CAPITAL PROJECTS REVENUE								
018990	**CAPITAL PROJECTS REVENUE**								
041040	***NON-REVENUE RECEIPTS***								
041040-0006	PROCEEDS FROM INDEBTEDNESS								
041050	TRANSFERS & RESERVES								
041050-0001	TRANSFERS FROM ENCUMBRANCES								
041050-0100	120,000-	513,500-	220,561-	375,325-			361,836-		
041050-0501									
041050-9999									
	120,000-	513,500-	220,561-	375,325-			361,836-		
TOTAL - ***NON-REVENUE RECEIPTS***	120,000-	513,500-	220,561-	375,325-			361,836-		
TOTAL FOR FUND	120,000-	513,500-	220,561-	375,325-			361,836-		

Capital Projects Fund

Capital Projects

Program Description:

The Capital Improvements Fund represents the best efforts of the Town's citizens, Council, staff, and Planning Commission to identify and recommend major construction projects over the next five years for the Town in a manner which allows for long-range fiscal planning utilizing available tax dollars.

Manager's Message:

The proposed FY2012 projects included in the budget have been drawn from previous engineering studies, planning documents and/or staff reports and many have worked themselves through an arduous review process over the years. These projects meet the needs of the Town and help fulfill a goal or goals of the Council, its strategic plan adopted in July 2002, or the Comprehensive Plan. The five-year Capital Improvements Plan (CIP) is included with this document and includes a variety of projects proposed for construction utilizing Town funds.

Each of the projects submitted, as noted, supports the Council's established goals and all are fully funded in FY2012 after careful review by their associated committees and the Planning Commission. The proposed program budget of \$361,836 is a slight reduction of \$13,489 from the FY2011 program.

The proposed Capital Improvements Program is financed by General Funds. The program includes the continued effort to rehab the public parking in the Old Town area with resurfacing and repairs to lots B and C, repairs to public buildings (Town Hall, PW Facility and PD) which have been deferred and also included are equipment/vehicle replacements that have been on hold for the past couple years. Two police cruisers are proposed for purchase to keep the fleet current and a backhoe replacement for public works is proposed as a partial cost share with the Utility fund, which needs a machine with greater lifting capability.

Projects included in the FY2012 program:

Vehicles and Equipment:

FY2012 Appropriation: 273,836

This category includes the replacement of the public works backhoe and two pickup truck replacements. The backhoe is to replace an aging model that experienced a number of breakdowns during the past two years and could not be relied upon for snow removal, thus requiring the department to rent one on an emergency basis during the record snow events of last year. The existing equipment will be transferred to the sewage treatment plant for moving sludge. The pickups are to replace two worn-out vehicles that are used on a daily basis by Public Works. One of the proposed vehicles is to be a 4WD with snow plow to help with snow removal operations.

This category also includes the replacement of two police cruisers.

Rehab/Resurface of Parking Lots B and C:

FY2012 Appropriation: \$43,000

The project consists of asphalt resurfacing, striping and replacement of deteriorated curbing in municipal parking lots B and C. Both parking lots are in a rapidly deteriorating condition with pavement failures and damaged curbing. The pavement in the lots is over 20 years old and is a patchwork of repairs. This is the second year of a program to rehab the parking lots in the Old Town area, lot E is scheduled for FY2013.

Upgrades to Town Buildings:

FY2012 Appropriation: \$ 45,000

The project involves the repairs and possible replacement to the windows of town hall that have water damage in a number of places, panes need re-glazing and the paint is beginning to peel and flake. The evidence room at the Police Facility is in desperate need to expand to allow for the increasing amount of evidence that is obtained and needed to be stored for an ever extending amount of time. With the current overflow of the existing room there is concern for security and maintaining chain of custody. The Public Works Facility boiler replacement has been deferred the past two years, but is unlikely to last another.

10632 WACO \$4260 - boiler room Town Hall asbestos abate
10427 ACTION CONCRETE \$1271.55 - rebar for shed @ PW - pd by credit card

	Prior	Years		Current	Year		FY/2012	Budget Year
	Expenditure	Expenditure	Adopted	Actual On	Projected	Department	Town Manager	Adopted
	FY/2009	FY/2010	Budget	2011/03	Expenditure	Request	Recommends	Budget
093500								
	EQUIPMENT							
	PERSONAL SERVICES							
093500-8202			40,000	153,803				
093500-8203						150,000		
093500-8205	55,210	30,544	66,325	63,802		75,836		
093500-8206						48,000		
093500-8211	16,700							
	CAPITAL OUTLAY							
	SUB TOTAL							
	71,910	30,544	106,325	217,605		273,836		
	TOTAL							
	71,910	30,544	106,325	217,605		273,836		

		— Prior Years —	— Current Year —		—FY/2012 Budget Year —			
		Expenditure	Adopted	Actual On	Projected	Department	Town Manager	Adopted
		FY/2009	Budget	2011/03	Expenditure	Request	Recommends	Budget
		FY/2010						
094500	CAPITAL PROJECTS							
	—PERSONAL SERVICES—							
094500-8105	TRAFFIC SIGNAL-VDOT URBAN							
094500-8106	TRAFFIC SIGNAL		60,039					
094500-8111	SHIRLEY/GREEN/FIRST/HORNER D		58,001	61,771				
094500-8139	REHAB LOTS F&D - S. 5th St.			46,736				
094500-8152	REPAIRS TO BUILDINGS	25,091	70,909	39,687		45,000		
094500-8156	VDOT URBAN PROJECT FUNDING	1,375	11,634	9,647				
094500-8157	SIDEWALK/TRAIL TO REC CENTER							
094500-8158	VDOT REVENUE SHARING		120,000	9,230				
094500-8159	VDOT BIKE/PED SAFETY PROGRAM			1,508				
094500-8160	OLD TOWN SIGNAGE - WAYFARING		15,000					
094500-8161	LEE ST REHAB (DEMONSTRATION)		35,000					
094500-8162	REHAB LOTS S. 2nd to S. 4th					43,000		
	—CAPITAL OUTLAY—							
	—SUB TOTAL—	26,466	200,583	168,579		88,000		
	—TOTAL—	26,466	200,583	168,579		88,000		

**TOWN OF WARRENTON, VIRGINIA
SUMMARY OF WATER AND SEWER BUDGET
FOR PROPOSED AND LAST FISCAL YEAR**

<u>REVENUES</u>	<u>ADOPTED</u> <u>2010-2011</u>	<u>PROPOSED</u> <u>2011-2012</u>
Transfer Fees	\$ 8,500	\$ 8,500
Revenue from Use of Money/Property	148,000	146,000
Charges for Services	3,848,444	3,846,600
Miscellaneous Revenue	34,800	34,800
Grant Revenue	200,000	-
Non-Revenue Receipts	375,000	325,000
Transfers & Reserves	235,228	336,747
TOTAL WATER & SEWER FUND REVENUES	\$ 4,849,972	\$ 4,697,647

<u>EXPENDITURES</u>		
Water Supply, Distribution & Billing	\$ 1,771,266	\$ 1,675,561
Wastewater Treatment	1,509,984	1,520,596
Administration	730,722	726,490
Debt Service	-	-
Subtotal	\$ 4,011,972	\$ 3,922,647
Capital Outlay & Projects	838,000	775,000
Transfers & Reserves	-	-
TOTAL WATER & SEWER FUND EXPENSES	\$ 4,849,972	\$ 4,697,647

Water and Sewer Fund

Sources of Revenue

Water and Sewer Fund Revenues for FY2012 total \$4,697,647

In conjunction with the rate study performed in FY2006, a growth analysis was also done. Whitman, Requardt and Associates in conjunction with Management & Financial Services Group, LLC performed the rate study and the growth analysis based upon their "Capacity and Growth Evaluation" previously conducted. The results of the rate study revealed that for the short term no increase in water and sewer rates were required for FY2012. FY2012 water and sewer revenue projections are based on historical trends, current established rates and projected growth in both residential and commercial building activity.

Revenue Description:
FY2012 Estimate:

Transfer Fees
\$8,500

The Town charges a non-refundable processing fee for establishing new utility accounts. The FY 2011 estimate is determined using historical data. Projected revenue is based on anticipated growth in population and business expansions.

Revenue Description:
FY2012 Estimate:

Revenue from Use of Money
\$10,000

Interest and investment revenue fluctuates with the general economic conditions and the level of utility fund cash balances. The FY2012 estimate is down from the actual prior fiscal year due to low interest rates.

**Revenue Description:
FY2012 Estimate:**

**Revenue from Use of Property
\$136,000**

The Town owns two residential properties located on the water plant and reservoir grounds. These properties are leased to Town employees at market rates and adjusted annually based on the Consumer Price Index. The Town also generates revenue from leasing space on the Town's water tower to telecommunications companies. Currently there are four major carriers.

**Revenue Description:
FY2012 Estimate**

**Charges for Services
\$3,846,600**

The Town currently provides water and sewer services to approximately 4,723 residential and commercial customers, up only 37 customers since last year, in the Town and within its service areas.

The revenue estimate is in line with current revenue receipts for services. With the current economy customers are making efforts to conserve and that is projected in the 2012 estimate. Staff has reviewed the 2006 Utility Rate Study, which was developed by the Town's consultants, Whitman, Requardt and Associates in conjunction with Management & Financial Services Group, LLC., and feel the consultant's finding are still valid and that no rate increase will be necessary for FY 2012.

The following rate schedule is proposed for July 1, 2011:

Water and Sewer Rates

Service	Water	Sewer
In-Town		
Base Rate, includes the first 2,000 gallons	\$4.00	\$10.80
Commodity Charge, per 1,000 gallons	\$3.10	\$6.20
Availability Fee, per ERC	\$4,950.00	\$7,300.00
Average Monthly Bill (based on 5,000 gallons)	\$16.50	\$29.40

Service	Water	Sewer
Out-of-Town		
Base Rate, includes the first 2,000 gallons	\$6.00	\$16.20
Commodity Charge, per 1,000 gallons	\$4.65	\$9.30
Availability Fee, per ERC	\$7,425.00	\$10,950
Average Monthly Bill (based on 5,000 gallons)	\$24.75	\$44.10

Revenue Description:
FY2012 Estimate:

Recoveries and Rebates
\$27,800

Revenues generated are minor in nature and difficult to estimate on other than a historical trend basis. Included are costs expended or incurred, then recovered. This category includes the recognition of deferred revenue for the Warrenton Training Center waterline maintenance per contractual agreement

Revenue Description:
FY2012 Estimate:

Miscellaneous Revenue
\$7,000

Revenues generated are estimated on a historical trend basis. Included are charges for the sale of meters and other connection materials charged directly to contractors or homeowners. This figure is tied to the projected increase in new homes and new connections for the coming year.

Revenue Description:
FY2012 Estimate:

Non-Revenue Receipts
\$325,000

Water and Sewer one-time availability fees for new and rehabilitated construction are recorded in this line item. With the implementation of GASB 33 in FY2001, availability fees are now recorded as non-revenue receipts and added to retained earnings.

Non-revenue receipts are difficult to estimate and are directly related to new development or new construction in the Town and within its service area. The current slow development experienced for the past year is anticipated to continue with the estimate based on current site plans and development.

Revenue Description:
FY2012 Estimate:

Transfers and Reserves
\$336,747

This amount represents funds previously placed in reserve with Council approval for projects that had not been started or were in progress at year end.

	----- Prior Years -----			----- FY/2011 Current Year -----			----- FY/2012 Budget Year -----		
	Revenue FY/2008	Revenue FY/2009	Revenue FY/2010	Adopted Budget	Actual On 2011/03	Projected Revenue	Department Request	WARRENTON Recommends	Adopted Budget
000999	** WATER/SEWER FUND REVENUE								
013000	** PERMITS, FEES & LICENSE *								
013030-0005	TRANSFER FEES	7,925-	8,133-	8,206-	8,500-	6,084-		8,500-	
	--TOTAL DEPARTMENT--	7,925-	8,133-	8,206-	8,500-	6,084-		8,500-	
TOTAL - ** PERMITS, FEES & LICENSE *		7,925-	8,133-	8,206-	8,500-	6,084-		8,500-	
015000	** REVENUE-USE OF MONEY/PROP								
015010-0001	INTEREST INCOME	416,711-	76,032-	15,701-	16,000-	6,193-		10,000-	
	--TOTAL DEPARTMENT--	416,711-	76,032-	15,701-	16,000-	6,193-		10,000-	
015020-0001	RENTAL INCOME	128,891-	125,187-	130,113-	132,000-	94,497-		136,000-	
	--TOTAL DEPARTMENT--	128,891-	125,187-	130,113-	132,000-	94,497-		136,000-	
TOTAL - ** REVENUE-USE OF MONEY/PROP		545,602-	201,219-	145,814-	148,000-	100,690-		146,000-	
016160	** CHARGES FOR SERVICES **								
016160-0005	SEWER SERVICE CHARGES	2,507,703-	2,378,950-	2,398,822-	2,460,000-	1,645,143-		2,500,000-	
016160-0010	SALE OF WATER	1,311,904-	1,233,441-	1,261,498-	1,340,000-	849,957-		1,300,000-	
016160-0015	PENALTIES	36,649-	37,861-	41,623-	39,644-	30,621-		41,000-	
016160-0020	RECONNECTION FEES	7,480-	7,831-	4,400-	8,800-	3,000-		5,600-	
	--TOTAL DEPARTMENT--	3,863,736-	3,658,083-	3,706,343-	3,848,444-	2,528,721-		3,846,600-	
TOTAL - ** CHARGES FOR SERVICES **		3,863,736-	3,658,083-	3,706,343-	3,848,444-	2,528,721-		3,846,600-	
018030	** RECOVERIES & REBATES **								
018030-0001	RECOVERIES & REBATES	3,063-							
018030-0005	CONST/INSTALLATION FEES	14,518-	17,428-	14,693-	14,000-	6,822-		14,000-	
018030-0020	IMPACT FEES		3,028-						
018030-0021	IMPACT FEES - WHITES MILL								
018030-0025	WTC WATERLINE MAINTENANCE	14,000-	13,800-	13,603-	13,800-			13,800-	
	--TOTAL DEPARTMENT--	31,581-	34,256-	28,296-	27,800-	6,822-		27,800-	
018990	** MISCELLANEOUS REVENUE **								
018990-0001	MISCELLANEOUS REVENUE	2,538-	2,646-	4,977-	2,000-	1,190-		2,000-	
018990-0005	SALE OF MAT'L & SUPPLIES	13,367-	6,107-	4,107-	4,500-	4,643-		5,000-	
018990-0006	SALE SALVAGE & JUNK				500-				
018990-0007	PRO-RATA SHARE CEDAR RUN PUM	10,000-	2,000-	2,000-					
018990-0008	TAYLOR MS PUMP STATION UPGRA								
	--TOTAL DEPARTMENT--	25,905-	10,753-	11,084-	7,000-	5,833-		7,000-	
TOTAL - ** RECOVERIES & REBATES **		57,486-	45,009-	39,380-	34,800-	12,655-		34,800-	

	Prior Years			FY/2011 Current Year			FY/2012 Budget Year		
	Revenue FY/2008	Revenue FY/2009	Revenue FY/2010	Adopted Budget	Actual On 2011/03	Projected Revenue	Department Request	WARRENTON Recommends	Adopted Budget
024040-0005	GRANT REVENUE	881,565-	1,807,789-	369,631-	200,000-	442,060-			
	—TOTAL DEPARTMENT—	881,565-	1,807,789-	369,631-	200,000-	442,060-			
TOTAL - GRANT REVENUE		881,565-	1,807,789-	369,631-	200,000-	442,060-			
033030-0001	FEDERAL GOVERNMENT GRANT			215,204-					
	—TOTAL DEPARTMENT—			215,204-					
TOTAL - FEDERAL GOVERNMENT GRANT				215,204-					
041000	** NON REVENUE RECEIPTS **								
041000-0005	SEWER CONNECTION FEES	205,250-	195,250-	222,950-	225,000-	73,125-	200,000-		
041000-0010	WATER CONNECTION FEES	163,350-	199,238-	173,250-	150,000-	56,925-	125,000-		
041000-0020	GIFTS - DEDICATED FIXED ASSE								
	—TOTAL DEPARTMENT—	368,600-	394,488-	396,200-	375,000-	130,050-	325,000-		
041050	** FUND TRANSFERS **								
041050-0001	TRANSFERS-ENCUMBRANCES								
041050-0096	TRANSFER FROM DATA PROCESSIN	306	27,866						
041050-0097	TRANSFER FROM RETAINED EARNI								
041050-0098	TRANSFER FROM RESERVES				235,228-		336,747-		
041050-0610	TRANSFER FROM DATA PROCESSIN								
	—TOTAL DEPARTMENT—	306	27,866		235,228-		336,747-		
TOTAL - ** NON REVENUE RECEIPTS **		368,294-	366,622-	396,200-	610,228-	130,050-	661,747-		
TOTAL FOR FUND		5,724,608-	6,086,855-	4,880,778-	4,849,972-	3,220,260-	4,697,647-		

Function:	Public Utilities
Fund:	Water and Sewer
Department:	

Program Description:

The Town's Utilities Fund, which includes all revenues and expenditures for the production and distribution of drinking water and collection and disposal of sewage in Warrenton and the area surrounding the Town, stands alone as an "enterprise" fund as part of the Town's total budget. Monies used to support this budget are derived via monthly collections for services used by the Town's over 4,723 residential and business accounts, as well as availability fees paid by new customers, plus other miscellaneous charges.

Manager's Message:

During 2010, the water and wastewater treatment plants continued to operate within treatment parameters as issued by the Virginia Departments of Health and Environmental Quality. During this time, the water treatment plant produced an average of 1,204,082 gallons of potable water per day and the wastewater treatment plant treated approximately 1,661,507 gallons of sewage per day, both numbers are below the 2.5 million gallon per day permitted for the wastewater plant and the 2.4 million gallons per day permitted for the water plant. The numbers are slightly lower than 2010 for both water and sewer. The slow economy continues to cause a minimum increase in the customer base of only 37 new customers and it is not expected to change in the coming year. The rate of growth in customer accounts for the past three years has been below the growth rates predicted in the Whitman Requardt & Associates Capacity Study of 2002 and updated in 2006. In 2010, an update to the study was performed with a reduced growth rate of 1.5% which moved the build-out capacity out to 2025. The year 2010 was well below normal in precipitation which was seen in the slight decrease in sewage treated, but resulted in a very dry, drought condition summer with water transfers required from the Airlie Reservoir.

The overall Utility Department budget of \$4,697,647 is a proposed decrease of \$152,325, 3.1% less than FY2011. Chemical and electrical costs for water/sewer treatment continue to be major expenditures. The past year the wastewater treatment plant completed a full year of operation with enhanced nutrient removal filters, enabling the plant to meet the higher water quality standards of the DEQ grant and the ability to meet the new limits expected in the new permit being renewed in 2011. The digester cover project was

successfully completed, capturing and using methane gas as an energy source for the plant. The second phase of the capacity upgrade to the water treatment plant was started in 2010 and on schedule for completion by June 2011.

The capital outlay program for the year addresses inflow and infiltration to the sewage treatment system with the relining of leaking/deteriorated main lines that are susceptible to groundwater intrusion into the collection system. Operational improvements to the wastewater treatment plant involve upgrades to the intermediate pumping station and the upsizing of piping to improve the overall hydraulic of the plant to handle periods of high flows. Replacement of the 20+ year old belt press will improve sludge handling and reduce staffing time to operate that process. Well #3, at the bottom of Academy Hill, is programmed for replacement and reactivation, providing an additional 250,000 gallons per day of water resources, an asset that is becoming critical with the droughts experienced over the past 3 years.

The water plant will be in the first full year of operation upon completion of the second capacity upgrade, which enables the plant to produce 3.0+ million gallons per day for limited times. Overall daily production is limited by the reservoir rating, but the increased production capability will enable the current staff to meet increased demands within the same operating hours.

The Meter Reading section of the Utilities staff continues to work as efficiently as possible with only two personnel and has basically completed the conversion of the manual read meters to touch and remote read meters. Any remaining meters are being addressed on an individual basis under the operating budget. With the upgrades implemented (both reading hardware and billing software) the section has been more accurate with customer billing and better able to address customer service issues. All new construction units are installed with the latest devices with the material cost of the meter paid by the builder through the meter fee.

The Transmission and Distribution section continues to move towards a more maintenance related staff and continues to focus this coming year on the maintenance and servicing of the extensive and aging water-sewer system. The program includes more flushing of waterlines, adherence to the established schedule for annual and biannual valve & hydrant inspection and more frequent cleaning of sewer lines to prevent backups. Using the GIS, the section will identify sewer lines serving restaurants, adult care, heavy laundry users and other high generators of soap/grease that create backups and place those lines on a more frequent service schedule.

Staff will continue to monitor the various state (DEQ and VDH) and federal programs to take advantage of any funding that may be available and appropriate for utility related projects and improvements.

Personnel Summary:

	Actual FY2009	Actual FY2010	Budget FY2011	Proposed FY2012	Change
Full Time	30.40	30.40	30.40	29.40	-1.00
Part Time	6.85	6.85	6.85	6.85	0.00
Total	37.25	37.25	37.25	36.25	-1.00

Function:	Public Utilities
Fund:	Water and Sewer
Department:	Meter Reading

Program Description:

The Meter Department is responsible for the reading of water meters and providing the data to the Finance Department for billing and revenue collection. In addition, the section provides routine maintenance to all customer meters, to include the thawing of frozen meters due to extreme cold weather, the inspections required under the State's cross connection and backflow prevention programs, periodic calibration and replacement of unserviceable meters. The section has implemented the town's meter conversion program from manual to predominately auto read meters. The section provides a critical service to the town by providing accurate readings for delivery of water, which enables the Town to collect the optimum amount of revenue possible with the most accurate meters.

Manager's Message:

The Meter Section has responsibility for servicing and reading over 4,723 water meters monthly and reporting their readings to the Town's billing department. In addition, staff members respond to frozen meters in the winter (and assist in thawing), install new meter boxes, inspect backflow preventers as required by State law, change out old, inefficient meters and rebuild and reinstall them to ensure that the Town's goal of billing for as much of the water produced as possible is met. The testing frequency of the meters depends upon their annual usage, wear and tear and potential for revenue loss or generation. Staff also responds to customer concerns relative to unusually high or low water bills and often assists customers in identifying leaks in their service lines or homes and businesses.

The Meter Section, in the proposed FY2012 Utility budget, has no new initiatives from the FY2011 budget. There is a slight decrease (for the second year in a row) in the budget, below last year of \$6,173, a decrease of 2.9%. The Meter Reading section of the Utilities staff continues to work as efficiently as possible with only two personnel and has basically completed the conversion of the manual read meters to touch and remote read meters. Any remaining meters will be addressed on an individual basis under the operating budget. With the current reading hardware and billing software the section is very accurate with customer billing and better able to address customer service issues. All new construction units are installed with the latest devices with the material cost of the meter paid by the builder through the meter fee.

The meter conversion program with upgrades to the billing software continue to be a successful implementation of the 2002 Strategic Plan and the 2004 re-adoption thereof, by meeting the goal “Town Government as business”, Objective 2 “Cost-Effective Delivery of Town Services” and Objective Four “Cost Conscious Approach to Services” and Objective 5 “Business Approach to Town Services”. Staffing level is being maintained at pre-1990 level with the 2 current employees in this budget. Staff members are trained and help support public works in snow removal operations when needed.

This year, data processing costs incurred for routine network support, hardware, software, infrastructure, communications, and maintenance are accounted for in the Data Processing Fund and allocated to the using departments based on the number of user accounts for each department. Per user costs for the data processing function are estimated to be \$2,377 per user for FY2012 with the meter section budgeted for two users.

The Motor Pool represents the cost of operating and maintaining motor vehicles and equipment used by the various departments. Costs are contained in the Motor Pool Fund and are estimated based on historical usage for gas, labor and parts and based on actual cost for insurance. Costs are allocated to the using departments based on prior year’s actual usage for FY2012 budget purposes. Actual costs are charged, when incurred, to the specific vehicle or piece of equipment based on actual work completed.

Personnel Summary

	Actual FY2009	Actual FY2010	Budget FY2011	Proposed FY2012	Change
Full Time	2.00	2.00	2.00	2.00	0.00
Part Time	0.25	0.00	.00	.00	0.00
Total	2.25	2.00	2.00	2.00	0.00

		— Prior Years —		— Current Year —			— FY/2012 Budget Year —	
		Expenditure	Expenditure	Adopted	Actual On	Projected	Department	Town Manager
		FY/2009	FY/2010	Budget	2011/03	Expenditure	Request	Recommends
								Adopted
								Budget
041340	** METER READING **							
041340-1300	WAGES & EXTRA HELP	86,185	94,423	96,688	66,827		98,447	
	—PERSONAL SERVICES—							
041340-2100	FICA EXPENSE	5,630	6,260	7,397	4,516		5,562	
041340-2210	RETIREMENT	9,743	11,038	10,683	7,197		10,973	
041340-2300	HEALTH INSURANCE	25,356	28,000	29,177	20,027		28,839	
041340-2400	LIFE INSURANCE	687	570	716	169		259	
041340-2700	WORKER'S COMPENSATION	4,728	3,650	4,471	2,613		4,471	
041340-2860	ACCRUED LEAVE EXPENSE	758	1,350					
041340-2899	MISC. BENEFITTS	80	119	230	86		230	
	—EMPLOYEE BENEFITTS—							
041340-3100	PROFESSIONAL SERVICES	4,500						
041340-3310	CONTRACTUAL REPAIR		681	2,000	120		2,000	
041340-3320	MAINTENANCE CONTRACTS	5,622	1,440	5,650	1,440		5,650	
041340-3500	PRINTING	157		100	136		150	
041340-3600	ADVERTISING			100				
041340-3701	UNIFORM RENTAL	238	228	312	123		250	
	—PURCHASED SERVICES—							
041340-4100	DATA PROCESSING	6,136	4,304	4,032	4,804		4,751	
041340-4200	VEHICLE EXPENSES	5						
	—INTERNAL SERVICES—							
	—SUB TOTAL—	149,825	149,363	161,556	108,058		161,582	
041340-4200-110	MOTOR POOL LABOR	5,062	2,185	2,680	1,227		2,086	
	—INTERNAL SERVICES—	5,062	2,185	2,680	1,227		2,086	
	—SUB TOTAL—	5,062	2,185	2,680	1,227		2,086	
041340-4200-310	CONTRACTUAL REPAIR	1,526						
	—INTERNAL SERVICES—	1,526						
	—SUB TOTAL—	1,526						
041340-4200-535	AUTOMOTIVE INSURANCE	1,855	1,937	3,200	1,984		3,200	
	—INTERNAL SERVICES—	1,855	1,937	3,200	1,984		3,200	
	—SUB TOTAL—	1,855	1,937	3,200	1,984		3,200	
041340-4200-608	FUEL	2,407	2,129	2,200	1,611		2,200	
	—INTERNAL SERVICES—	2,407	2,129	2,200	1,611		2,200	
	—SUB TOTAL—	2,407	2,129	2,200	1,611		2,200	
041340-4200-609	REPAIR PARTS & TIRES	3,537	655	1,095	1,070		1,277	
	—INTERNAL SERVICES—	3,537	655	1,095	1,070		1,277	
	—SUB TOTAL—	3,537	655	1,095	1,070		1,277	

	— Prior Years — Expenditure FY/2009	Expenditure FY/2010	Adopted Budget	Current Year Actual On 2011/03	Projected Expenditure	—FY/2012 Department Request	Budget Year Town Manager Recommends	Adopted Budget
** METER READING **								
041340-4200-699								
	1,724	387	1,410	274		397		
—INTERNAL SERVICES—	1,724	387	1,410	274		397		
—SUB TOTAL—	1,724	387	1,410	274		397		
041340-5110	73	93	200	48		200		
041340-5210	179	169	300	47		200		
041340-5230	900	1,016	1,000	816		1,000		
041340-5308	1,155	1,488	2,200	1,417		2,676		
041340-5410	301	283	483	197		483		
041340-5510	22		150	12		150		
041340-5540	55	64		44		50		
041340-5810		40	50			50		
—OTHER CHARGES—								
041340-6001	364	280	600	6		450		
041340-6011	204	157	362			362		
041340-6024	770	207	500	56		500		
041340-6097	44,606	6,206	35,000	42,785		30,000		
041340-6099	1,868	1,695	2,500	431		2,200		
—MATERIALS & SUPPLIES								
041340-8202						250		
041340-8999								
—CAPITAL OUTLAY—								
—SUB TOTAL—	50,497	11,698	43,345	45,859		38,571		
—TOTAL—	216,433	168,354	215,486	160,083		209,313		

Function:	Public Utilities
Fund:	Water and Sewer
Department:	Source of Supply

Program Description:

The Source of Supply (water treatment) department is responsible for the safe and efficient operation of the Town’s municipal water supply and strives to provide safe, aesthetically pleasing water to meet the demands of the Town’s over 4,723 residential and commercial customers.

Manager’s Message:

The Source of Supply Budget covers expenditures for operation and maintenance of the water plant and reservoirs, production of water and monitoring of two active supply wells. Annual operator training continues to be required by the Board for Waterworks & Wastewater Works Operators. Operators are required to obtain 20 CPE hours every two years. Included in the budget, under the maintenance contract line item, is the continued long-term maintenance and servicing of the three water storage tanks. The contract includes interior/exterior painting, biannual washouts, disinfections and inspections of the 200,000 gallon backwash tank at the treatment plant, the 500,000 gallon elevated tank and the 1,500,000 gallon ground storage tank.

The proposed FY2012 budget is a decrease of \$86,713 or 8.8% below the FY2011 budget. This is due primarily to the once every four year requirement to replace the activated carbon in the treatment filters which was performed in FY2011. Energy and chemicals continue to be major cost elements, but have not increased significantly over FY2011 budget levels. The staffing level is set at the minimum accepted by the State Department of Health, which requires a minimum of two operators per shift of operation for plants licensed at 2 mgd or greater and at least one of the operators must have a class 2 license (equal or greater to the classification of the facility).

The plant continues to operate twelve to sixteen hours per day, seven days a week, and 365 days a year producing water of good quality, as evidenced by the eleventh annual “Consumer Confidence Report” mailed to all customers in June 2010 in accordance with federal law. Once again, there were no citizen comments concerning the report and there have been no permit violations noted according to State Health Department inspections over the last eight years. Included in the budget is funding for all facets of

mandated testing of water (coli form, metals, lead and copper, disinfection profiling, disinfection by-products) to ensure the plant meets current safety standards, which continue to grow in complexity.

The capital outlay program contains one water plant related project. Staff and consultants will complete testing and design of two wells to be reactivated for approval by the Virginia Health Department. Based on the promising testing results and the design scheduled for completion in 2011, Well #3 is programmed to return to service in FY2012 with Well #4 programmed for return in production in FY2013. Both Wells #3 and #4 would increase production by up to 300,000 gallons per day.

This year, data processing costs incurred for routine network support, hardware, software, infrastructure, communications, and maintenance are accounted for in the Data Processing Fund and allocated to the using departments based on the number of user accounts for each department. Per user costs for the data processing function are estimated to be \$2,377 per user for FY2012.

The Motor Pool represents the cost of operating and maintaining motor vehicles and equipment used by the various departments. Costs are contained in the Motor Pool Fund and are estimated based on historical usage for gas, labor and parts and based on actual cost for insurance. Costs are allocated to the using departments based on prior year's actual usage for FY2012 budget purposes. Actual costs are charged, when incurred, to the specific vehicle or piece of equipment based on actual work completed.

Personnel Summary

	Actual FY2009	Actual FY2010	Budget FY2011	Proposed FY2012	Change
Full Time	5.50	5.50	5.50	5.00	-0.50
Part Time	2.00	2.00	2.00	2.50	0.50
Total	7.50	7.50	7.50	7.50	0.00

		Prior Expenditure FY/2009	Years Expenditure FY/2010	Adopted Budget	Current Actual On 2011/03	Year Projected Expenditure	FY/2012 Department Request	Budget Year Town Manager Recommends	Adopted Budget
045100	** SOURCE OF SUPPLY **								
045100-1101	SALARY-SUPERINTENDENT	44,100	45,677	45,404	42,891		35,127		
045100-1102	SALARY-PLANT OPERATORS	227,708	242,442	254,819	175,434		259,821		
045100-1300	WAGES & EXTRA HELP	38,349	43,663	50,000	24,799		50,000		
	---PERSONAL SERVICES---								
045100-2100	FICA EXPENSE	23,332	24,952	26,792	18,650		19,066		
045100-2210	RETIREMENT	32,245	36,286	34,762	22,814		34,717		
045100-2300	HEALTH INSURANCE	47,963	53,893	44,766	37,573		38,801		
045100-2400	LIFE INSURANCE	2,273	1,874	2,315	538		819		
045100-2700	WORKER'S COMPENSATION	8,075	6,233	7,503	8,506		7,503		
045100-2860	ACCRUED LEAVE EXPENSE	574	5,889						
045100-2899	MISC. BENEFITS	259	286	633	301		633		
	---EMPLOYEE BENEFITS---								
045100-3160	LABORATORY SERVICES	21,802	17,100	19,159	4,424		19,159		
045100-3310	CONTRACTUAL REPAIR/MAINT	10,638	21,243	99,600	22,435		21,687		
045100-3320	MAINTENANCE CONTRACTS	40,750	35,715	41,000	32,536		41,000		
045100-3600	ADVERTISING		83	250	2,989		250		
045100-3701	UNIFORM RENTAL	307	306	450	188		450		
045100-3990	PAYMENTS ON CONTRACTS	6,900	8,000	9,615	3,715		9,615		
045100-3991	PERMIT FEES	10,710	10,710	11,835	9,351		11,835		
	---PURCHASED SERVICES---								
045100-4100	DATA PROCESSING	7,670	5,380	5,040	6,005		5,939		
	---INTERNAL SERVICES---								
	---SUB TOTAL---	523,655	559,732	653,943	413,149		556,422		
045100-4200-110	MOTOR POOL LABOR	799	824	845	568		580		
	---INTERNAL SERVICES---	799	824	845	568		580		
	---SUB TOTAL---	799	824	845	568		580		
045100-4200-310	CONTRACTUAL REPAIR				400		360		
	---INTERNAL SERVICES---				400		360		
	---SUB TOTAL---				400		360		
045100-4200-535	AUTOMOTIVE INSURANCE	1,154	1,132	1,501	1,193		1,501		
	---INTERNAL SERVICES---	1,154	1,132	1,501	1,193		1,501		
	---SUB TOTAL---	1,154	1,132	1,501	1,193		1,501		
045100-4200-608	FUEL	871	1,019	900	926		1,200		
	---INTERNAL SERVICES---	871	1,019	900	926		1,200		
	---SUB TOTAL---	871	1,019	900	926		1,200		

	Prior Expenditure FY/2009	Years Expenditure FY/2010	Adopted Budget	Current Actual On 2011/03	Year Projected Expenditure	FY/2012 Department Request	Budget Year Town Manager Recommends	Adopted Budget
** SOURCE OF SUPPLY **								
045100-4200-609	255	419	350	265		270		
REPAIR PARTS & TIRES								
--INTERNAL SERVICES--	255	419	350	265		270		
--SUB TOTAL--	255	419	350	265		270		
045100-4200-699	216	138	220	127		100		
OTHER MOTOR POOL COSTS								
--INTERNAL SERVICES--	216	138	220	127		100		
--SUB TOTAL--	216	138	220	127		100		
045100-5110	153,513	113,720	150,000	78,751		150,000		
ELECTRIC CURRENT								
045100-5210	1,672	835	2,000	1		2,000		
POSTAGE								
045100-5230	1,815	2,043	2,940	1,638		2,940		
COMMUNICATION								
045100-5302	7,237	7,295	8,500	7,485		5,614		
FIRE INSURANCE								
045100-5308	4,380	4,832	5,000	5,585		10,599		
GENERAL LIABILITY INS								
045100-5410	3,395	1,228	880	988		880		
LEASE OF EQUIPMENT								
045100-5510	293	57	200	194		400		
TRAVEL								
045100-5540	980	140	950	660		950		
TRAINING								
045100-5810	480		560	400		560		
MEMBERSHIPS & DUES								
--OTHER CHARGES--								
045100-6004	4,404	5,735	6,670	4,515		6,670		
LABORATORY SUPPLIES								
045100-6007	4,930	2,326	5,000	1,329		5,000		
REPAIRS BUILDINGS & GROUNDS								
045100-6008	34	1,121	1,000			500		
GASOLINE, GREASE & OIL								
045100-6009	3,944	7,437	12,000	7,689		12,000		
REPAIRS EQUIPMENT								
045100-6011	271	534	500	370		700		
WEARING APPAREL								
045100-6012			50			50		
SUBSCRIPTIONS								
045100-6024	39	397	500	453		500		
TOOLS								
045100-6025	134,161	121,042	122,000	77,620		130,000		
CHEMICAL SUPPLIES								
045100-6099	8,833	3,440	4,000	2,838		4,000		
MATERIALS & SUPPLIES								
--MATERIALS & SUPPLIES--								
045100-8999								
DEPRECIATION EXPENSE								
--CAPITAL OUTLAY--								
--SUB TOTAL--	330,313	272,182	322,750	190,516		333,363		
--TOTAL--	857,263	835,446	980,509	607,144		893,796		

Function:	Public Utilities
Fund:	Water and Sewer
Department:	Transmission and Distribution

Program Description:

The responsibilities of this section of the Utilities Department include daily maintenance, repair and servicing of over 84 miles of water line and 63 miles of sewer. Activities include repairing main breaks, replacing old and deteriorated water/sewer lines, maintaining water and sewer line rights of way, unstuffing clogged sewage lines, collecting data with flow meters to identify high areas of infiltration/inflow in the gravity sewage system, maintenance of over 690 fire hydrants and responding to over 2,250 calls annually for Miss Utility field locations of water and sewage lines as mandated by law.

Manager's Message:

The proposed FY2012 budget of \$572,452 for the Transmission and Distribution section shows a decrease of \$2,819, which is 0.5% below the current fiscal year as the Town continues to work toward maintaining its older water and sewage lines. The section continues to move towards a more maintenance related staff and continues to focus the coming year on the maintenance and servicing of the extensive and aging water-sewer system. The program includes more flushing of waterlines, adherence to the established schedule for annual and biannual valve & hydrant inspection and more frequent cleaning of sewer lines to prevent backups. Using the GIS, the section will identify sewer lines serving restaurants, adult care, heavy laundry users and other high generators of soap/grease that create backups and place those lines on a more frequent service schedule. With the disinfection by product rule and the fact that Warrenton is over 10,000 population served, the need to flush the far reaches of the system (especially dead-end lines) becomes more important. Additional emphasis is being placed on the flushing and cleaning of sewer mains (particularly the sections that are more susceptible to cooking grease and commercial soap) on a more frequent basis to prevent backs.

This year, data processing costs incurred for routine network support, hardware, software, infrastructure, communications, and maintenance are accounted for in the Data Processing Fund and allocated to the using departments based on the number of user accounts for each department. Per user costs for the data processing function are estimated to be \$2,377 per user for FY2012.

The motor pool requests represent the cost of operating and maintaining motor vehicles and equipment used by the department. Costs are contained in the Motor Pool Fund and are estimated based on historical usage for gas, labor and parts and based on actual cost for insurance. Costs are allocated to the using departments based on prior year's actual usage for FY2012 budget purposes. Actual costs are charged, when incurred, to the specific vehicle or piece of equipment based on actual work completed. The transmission and distribution section has the most diverse fleet of equipment (specialized and most heavily used in adverse environments). The section backhoe, skid steer, dump truck and one pickup are used in snow removal operations.

Personnel Summary:

	Actual FY2009	Actual FY2010	Budget FY2011	Proposed FY2012	Change
Full Time	7.00	7.00	7.00	7.00	0.00
Part Time	1.00	1.00	1.00	1.00	0.00
Total	8.00	8.00	8.00	8.00	0.00

	Prior Expenditure FY/2009	Years Expenditure FY/2010	Adopted Budget	Current Actual On 2011/03	Year Projected Expenditure	FY/2012 Department Request	Budget Year Town Manager Recommends	Adopted Budget
045200	** TRANSMISSION AND DISTRIBU							
045200-1100	83,964	87,587	83,484	59,580		81,626		
045200-1300	231,243	192,002	222,011	165,876		225,271		
	---PERSONAL SERVICES---							
045200-2100	22,484	21,934	24,365	16,744		18,074		
045200-2210	40,342	39,589	35,595	23,792		36,389		
045200-2300	56,149	53,338	70,934	36,093		72,153		
045200-2400	6,387	5,635	5,951	3,229		4,422		
045200-2700	10,883	8,400	12,000	8,569		12,000		
045200-2860	13,664	661						
045200-2899	1,024	1,014	805	359		805		
	---EMPLOYEE BENEFITS---							
045200-3310	4,173	786	5,600	2,703		5,600		
045200-3320			1,500			1,500		
045200-3600	659	273	300			300		
045200-3701	1,100	1,091	1,200	578		1,200		
045200-3990			6,800	2,000		6,800		
	---PURCHASED SERVICES---							
045200-4100	3,068	4,304	4,032	4,804		4,751		
045200-4200	5			10				
	---INTERNAL SERVICES---							
	447,817	416,614	474,577	324,337		470,891		
	---SUB TOTAL---							
045200-4200-110	11,311	11,855	12,320	7,802		11,160		
	11,311	11,855	12,320	7,802		11,160		
	---INTERNAL SERVICES---							
	11,311	11,855	12,320	7,802		11,160		
	---SUB TOTAL---							
045200-4200-310	1,296	701	1,550	152		330		
	1,296	701	1,550	152		330		
	---INTERNAL SERVICES---							
	1,296	701	1,550	152		330		
	---SUB TOTAL---							
045200-4200-535	5,470	7,160	8,700	5,485		8,700		
	5,470	7,160	8,700	5,485		8,700		
	---INTERNAL SERVICES---							
	5,470	7,160	8,700	5,485		8,700		
	---SUB TOTAL---							
045200-4200-608	10,752	11,775	9,500	8,378		13,000		
	10,752	11,775	9,500	8,378		13,000		
	---INTERNAL SERVICES---							
	10,752	11,775	9,500	8,378		13,000		
	---SUB TOTAL---							
045200-4200-609	7,613	8,897	9,425	7,600		8,260		
	7,613	8,897	9,425	7,600		8,260		
	---INTERNAL SERVICES---							
	7,613	8,897	9,425	7,600		8,260		
	---SUB TOTAL---							

	— Prior Expenditure FY/2009	Years Expenditure FY/2010	Adopted Budget	Current Actual On 2011/03	Year Projected Expenditure	—FY/2012 Department Request	Budget Year Town Manager Recommends	Adopted Budget
** TRANSMISSION AND DISTRIBU								
045200-4200-699								
	3,602	2,472	3,730	1,860		2,414		
	3,602	2,472	3,730	1,860		2,414		
	—INTERNAL SERVICES—							
	3,602	2,472	3,730	1,860		2,414		
	—SUB TOTAL—							
	3,602	2,472	3,730	1,860		2,414		
045200-5210	83	200	100	66		100		
045200-5230	931	1,032	2,875	844		2,500		
045200-5308	2,899	3,174	3,300	3,097		5,853		
045200-5410	1,485	2,024	2,394	1,674		2,394		
045200-5510	976	574	600	902		600		
045200-5540	235	289		821				
045200-5810			100			100		
	—OTHER CHARGES—							
045200-6002	74		100	91		150		
045200-6011	1,459	768	1,300	483		1,300		
045200-6024	3,605	530	2,000	231		2,000		
045200-6099	26,262	40,279	38,000	32,088		38,000		
	—MATERIALS & SUPPLIES							
045200-8201			4,700	3,550		4,700		
045200-8999								
	—CAPITAL OUTLAY—							
	14,515	31,688	55,469	43,847		57,697		
	—SUB TOTAL—							
	473,346	427,786	575,271	399,461		572,452		
	—TOTAL—							

Function:	Public Utilities
Fund:	Water and Sewer
Department:	Wastewater Treatment Plant

Program Description:

The sole purpose of the Wastewater Treatment plant is to protect the downstream user, be that user a private property owner, another city or district, an industry, or a fisherman. There are certain laboratory procedures that are performed on the wastewater and receiving waters to meet receiving stream standards or discharge requirements put in place by the Department of Environmental Quality (DEQ), such as Biochemical Oxygen Demand, Total Suspended Solids, Total Residual Chlorine, pH, Dissolved Oxygen, Total Kjeldahl Nitrogen, and Ammonia are tested daily. Some annual testing includes the Toxic Monitoring Program, 503 Sludge monitoring, and the annual Pretreatment report submitted by the Town's Pretreatment staff. During the proposed budget the physical plant will have completed the nutrient removal upgrade project and will be operating under the reduced nitrogen and phosphorus discharge limits.

The wastewater plant is rated as a 2.5 MGD Class I facility. Treatment begins at the head works with screening and grit removal, followed by primary sedimentation. The second process involves biological treatment with Rotating Biological Contactors (RBC's). The third phase employs chemical coagulation and flocculation followed by secondary sedimentation. The final stage of treatment includes nutrient removal via deep bed filtration, disinfection with ultraviolet lamps, and post aeration before discharge into the unnamed tributary to Great Run. Sludge that is generated by the treatment process is anaerobically digested, dewatered by a 2 meter belt press, hauled away by an outside contractor and land applied. Annual nutrient limits for nitrogen and phosphorus are in effect in order to comply with actions to clean up the Chesapeake Bay. The completed nutrient removal upgrade was in full operation in 2010 and achieved the lower permit and grant agreement levels.

Manager's Message:

The Town's wastewater treatment plant (WWTP) processed and treated an average of 1,661,507 gallons of sewage per day in 2010. The flows through the treatment plant are representative of the below normal precipitation for the year and the slow growth in the community with only a net increase of 37 new residential and commercial accounts added this past year.

The proposed budget of \$1,520,596 represents an increase of \$10,612 which is 0.7% above the FY2011 budget. This increase is due to additional costs associated with nutrient reductions to meet regulatory and BNR grant agreement and increased sludge tonnage and fees for its disposal.

Odor control measures continue to be overall effective with minimal complaints over past years. The effort requires additional energy for scrubbing/air handling systems and replacement of neutralizing agents (activated carbon and bio-filters). The past year is the third year of treating the waste flow from the Cedar Run Pump Station with bioxide, an odor neutralizing agent that has been successful in greatly reducing the hydrogen sulfides at the plant (the major odor compound).

The DEQ continues to allow the plant to be staffed with only two eight-hour shifts for a 24 hour per day operation. During the hours of midnight to 8:00 a.m., the plant is in operation, but unmanned with operators on call in the event of an emergency. As the community continues to grow and discharge limits continue to be more restrictive, a third shift eventually will be required sometime in the future, but not anticipated in this budget.

The capital outlay program has two sewer treatment plant related projects; an upgrade to the hydraulics at the intermediate pump station to allow the plant to handle up to 7.0 million gallons during peak events without a violation and the replacement of the sludge belt press to allow treatment of 100 gallons a minute (gpm) of sludge to 15% solids component to facilitate land application disposal (an increase from the current capacity of 40 gpm).

Data processing costs incurred for routine network support, hardware, software, infrastructure, communications, and maintenance are accounted for in the Data Processing Fund and allocated to the using departments based on the number of user accounts for each department. Per user costs for the data processing function are estimated to be \$2,377 per user for FY2012. The section is budgeted for 3.5 users (other half is with water treatment plant).

The Motor Pool represents the cost of operating and maintaining motor vehicles and equipment used by the various departments. Costs are contained in the Motor Pool Fund and are estimated based on historical usage for gas, labor and parts and based on actual cost for insurance. Costs are allocated to the using departments based on prior year's actual usage for FY2012 budget purposes. Actual costs are charged, when incurred, to the specific vehicle or piece of equipment based on actual work completed.

Personnel Summary:

	Actual FY2009	Actual FY2010	Budget FY2011	Proposed FY2012	Change
Full Time	8.50	8.50	8.50	8.00	-0.50
Part Time	3.60	3.60	3.60	3.60	0.0
Total	12.10	12.10	12.10	11.60	-0.50

		----- Prior Years -----		----- Current Year -----		----- FY/2012 Budget Year -----			
		Expenditure FY/2009	Expenditure FY/2010	Adopted Budget	Actual On 2011/03	Projected Expenditure	Department Request	Town Manager Recommends	Adopted Budget
045300	** WASTEWATER PLANT OPERATIO								
045300-1101	SALARY-SUPERINTENDENT	44,100	45,677	45,404	41,565		35,127		
045300-1102	SALARY-PLANT OPERATORS	249,271	260,326	265,140	184,694		266,282		
045300-1104	SALARY-PLANT MAINT MECH	106,348	110,428	112,444	81,894		112,628		
045300-1300	WAGES & EXTRA HELP	61,268	74,313	78,303	47,703		73,953		
	---PERSONAL SERVICES---								
045300-2100	FICA EXPENSE	34,010	36,058	38,349	25,862		27,571		
045300-2210	RETIREMENT	46,686	51,521	48,532	32,248		48,352		
045300-2300	HEALTH INSURANCE	55,881	61,657	62,394	45,038		66,215		
045300-2400	LIFE INSURANCE	3,291	2,666	3,255	760		1,141		
045300-2700	WORKER'S COMPENSATION	11,689	9,023	14,000	11,016		14,000		
045300-2860	ACCRUED LEAVE EXPENSE	5,373	3,192						
045300-2899	MISC. BENEFITS	788	478	938	402		863		
	---EMPLOYEE BENEFITS---								
045300-3100	PROFESSIONAL SERVICES								
045300-3160	LABORATORY TESTING SERVICES	23,754	30,133	35,000	17,847		35,000		
045300-3170	PRETREATMENT TESTING			4,000			4,000		
045300-3310	CONTRACTUAL REPAIR/MAINT	92,368	93,403	66,888	85,890		66,888		
045300-3320	MAINTENANCE CONTRACTS			480			480		
045300-3600	ADVERTISING		83	400	2,989		400		
045300-3701	UNIFORM RENTAL	560	501	563	248		563		
045300-3990	PAYMENTS ON CONTRACTS	51,863	66,388	58,802	50,641		72,532		
045300-3991	PERMIT FEES	5,350	5,350	5,350	8,138		8,138		
	---PURCHASED SERVICES---								
045300-4100	DATA PROCESSING	10,739	7,529	7,056	8,408		8,315		
045300-4200	VEHICLE EXPENSES				3				
	---INTERNAL SERVICES---								
	---SUB TOTAL---	803,339	858,726	847,298	645,346		842,448		
045300-4200-110	MOTOR POOL LABOR	4,481	4,562	5,600	3,255		4,078		
	---INTERNAL SERVICES---	4,481	4,562	5,600	3,255		4,078		
	---SUB TOTAL---	4,481	4,562	5,600	3,255		4,078		
045300-4200-310	CONTRACTUAL REPAIR	40	1,387	1,376	12		10		
	---INTERNAL SERVICES---	40	1,387	1,376	12		10		
	---SUB TOTAL---	40	1,387	1,376	12		10		
045300-4200-535	AUTOMOTIVE INSURANCE	5,014	4,467	6,000	4,493		6,000		
	---INTERNAL SERVICES---	5,014	4,467	6,000	4,493		6,000		
	---SUB TOTAL---	5,014	4,467	6,000	4,493		6,000		

	Prior Expenditure FY/2009	Years Expenditure FY/2010	Adopted Budget	Current Actual On 2011/03	Year Projected Expenditure	FY/2012 Department Request	Budget Year Town Manager Recommends	Adopted Budget
** WASTEWATER PLANT OPERATIO								
045300-4200-608								
FUEL	3,617	3,622	3,400	2,616		3,800		
—INTERNAL SERVICES—	3,617	3,622	3,400	2,616		3,800		
—SUB TOTAL—	3,617	3,622	3,400	2,616		3,800		
045300-4200-609								
REPAIR PARTS & TIRES	1,454	2,085	1,850	1,825		2,626		
—INTERNAL SERVICES—	1,454	2,085	1,850	1,825		2,626		
—SUB TOTAL—	1,454	2,085	1,850	1,825		2,626		
045300-4200-699								
OTHER MOTOR POOL COSTS	1,216	943	1,360	605		888		
—INTERNAL SERVICES—	1,216	943	1,360	605		888		
—SUB TOTAL—	1,216	943	1,360	605		888		
045300-5110								
ELECTRIC CURRENT	230,859	167,983	225,000	191,883		235,000		
045300-5120								
FUEL	24,591	14,802	10,000	6,747		5,000		
045300-5210								
POSTAGE		20	50			50		
045300-5230								
COMMUNICATIONS	3,148	3,451	4,000	2,622		4,000		
045300-5302								
FIRE INSURANCE	13,696	13,627	15,500	19,570		15,500		
045300-5306								
SURETY BOND	71	60	82	60		82		
045300-5308								
GENERAL LIABILITY INS	7,806	13,455	9,200	9,140		17,271		
045300-5410								
LEASE OF EQUIPMENT	1,709	2,045	2,788	1,946		2,788		
045300-5510								
TRAVEL	1,449	2,440	800	1,378		1,000		
045300-5540								
TRAINING	1,640	356	800	352		1,000		
045300-5810								
MEMBERSHIPS & DUES	160	480	600	250		600		
—OTHER CHARGES—								
045300-6001								
OFFICE SUPPLIES	953	1,052	500	503		750		
045300-6004								
LABORATORY SUPPLIES	1,742	3,819	5,200	3,560		4,800		
045300-6007								
REPAIRS BUILDINGS & GROUNDS	4,147	6,709	7,500	5,971		7,500		
045300-6008								
GASOLINE, GREASE & OIL	8,783	1,006	7,287	3,010		7,287		
045300-6009								
REPAIRS EQUIPMENT	28,397	38,591	35,268	18,474		35,268		
045300-6011								
WEARING APPAREL	1,317	1,960	1,300	858		1,300		
045300-6012								
SUBSCRIPTIONS			50			50		
045300-6024								
TOOLS	553	1,507	1,000	453		1,000		
045300-6025								
CHEMICAL SUPPLIES	239,705	282,846	310,675	199,476		315,000		
045300-6099								
MATERIALS & SUPPLIES	6,989	7,485	5,500	9,338		5,500		
—MATERIALS & SUPPLIES								
045300-8201								
EQUIPMENT				16,649				
045300-8999								
DEPRECIATION EXPENSE								
—CAPITAL OUTLAY—								
—SUB TOTAL—	577,715	563,694	643,100	492,240		660,746		
—TOTAL—	1,396,876	1,439,486	1,509,984	1,150,392		1,520,596		

Function:	Public Utilities
Fund:	Water and Sewer
Department:	Administration

Program Description:

This department houses costs associated with the Public Utilities Administrative Department, which is the responsibility of the Director of Public Utilities, a licensed engineer with a specialization in civil engineering. The director manages the overall operation of water and wastewater production, water line construction and maintenance, meter reading, cross connection and backflow control. Each of these sections is staffed by a superintendent or supervisor fully qualified to carry out a wide variety of functions in their particular function. The department is responsible for the administration to provide safe drinking water and environmentally compliant wastewater treatment to protect public health and to keep the public informed through the annual “Consumer Confidence Report”.

Manager’s Message:

The Water and Sewage Administration budget includes funding for all staff that have a responsibility and participate in operation of the Town’s utility system. In addition, the Town’s computer system is also cost shared within this budget with the remainder of the computer system budget included in the General Fund. Included within the budget are the salaries of a Secretary II and Utilities Technician and a portion of the salaries and expenses of the Town Manager, Finance and Human Resources Director, Accounting Supervisor, Public Works/Utility Director, Utility Engineer, and Account Clerks, all of whom work on a part or full-time basis with the system.

The proposed FY2012 budget of \$726,490 represents a decrease of \$4,232 or 0.6% less than the current fiscal year. Staff continues to work with consultants in upgrading and providing tools to better track infrastructure maintenance and evaluate the water and sewer systems to determine impacts of proposed developments on the system’s ability to service. During this year staff will continue to monitor the operational aspects of the nutrient removal upgrade to the WWTP with an objective of not just meeting the permit limits, but also generating nutrient credits for possible sale. The water treatment plant will be in the first year of the second upgrade to

3.0mgd and staff will be evaluating operations to balance production, staffing and demands to better serve the town. Other sources of water resources and sewer capacity will be pursued by staff and its consultants

The professional services line item is for outside consulting assistance to help resolve problems for the water and wastewater treatment plant operations that arise during the year and network support for the Utilities Department share for web site and general information updates. With the retirement of Bill Stoddard in January, it is anticipated that there will be a need for additional consulting to assist with trouble shooting problems at the plants until the new superintendent is fully knowledgeable of the operations. In the coming year staff will proceed with the construction/reactivation of Well #3 in order to place into production and increase the town water resources. The drought conditions of the past year have stressed the need to acquire more water resources to supplement the reservoirs, bringing Well #3 back into production increases water resources by 250,000 to 300,000 gallons per day.

With the utility service population over 10,000, the water and sewer system is a “medium” category system with the associated regulatory demands and requirements on staff resources. Being in the Chesapeake Bay watershed continues to present challenges to the discharge from the wastewater treatment plant. Staff will continue to stay current with the latest operational technology and ahead of regulatory changes, along with positioning the town to take advantage of any grant funding, as it may become available.

Data processing costs incurred for routine network support, hardware, software, infrastructure, communications, and maintenance are accounted for in the Data Processing Fund and allocated to the using departments based on the number of user accounts for each department. The per user cost for the data processing function is estimated to be \$2,377 per user for FY2012. This department is budgeted for 7.25 users, which include portions of the Finance and the Executive departments.

The Motor Pool represents the cost of operating and maintaining motor vehicles and equipment used by the various departments. Costs are contained in the Motor Pool Fund and are estimated based on historical usage for gas, labor and parts and based on actual cost for insurance. Costs are allocated to the using departments based on prior year’s actual usage for FY2012 budget purposes. Actual costs are charged, when incurred, to the specific vehicle or piece of equipment based on actual work completed.

Personnel Summary:

	Actual FY2009	Actual FY2010	Budget FY2011	Proposed FY2012	Change
Full Time	7.15	7.15	7.15	7.15	0.00
Part Time	0.40	0.40	0.40	0.40	0.0
Total	7.55	7.55	7.55	7.55	0.00

		Prior Expenditure FY/2009	Years Expenditure FY/2010	Adopted Budget	Current Actual On 2011/03	Year Projected Expenditure	FY/2012 Department Request	Budget Year Town Manager Recommends	Adopted Budget
045400	** WATER/SEWER ADMINISTRATIO								
045400-1100	SALARY-TOWN MANAGER	23,641	25,951	26,411	19,359		27,835		
045400-1101	SALARY-UTILITIES DIRECTOR	88,407	91,821	91,268	65,716		89,308		
045400-1102	SALARY-SECRETARY	42,004	44,984	47,027	34,170		49,479		
045400-1103	SALARY-ACCOUNT CLERKS	114,512	118,542	118,878	83,599		118,208		
045400-1104	PUBLIC UTILITIES TECHNICIAN	62,138	61,836	61,462	45,135		60,142		
045400-1106	SALARY-FINANCE/HR DIRECTOR	15,590	17,007	17,874	12,882		18,915		
045400-1107	SALARY-ACCOUNTING SUPERVISOR	14,615	15,620	16,409	11,552		16,809		
045400-1108	SALARY-CHIEF AUTOMOTIVE MECH	13,284	13,087	13,553	9,306		13,261		
045400-1111	ASST DIRECTOR PUB WORKS & UT	14,876	16,092	16,901	12,013		17,781		
045400-1300	WAGES & EXTRA HELP	15,347	2,815	16,000	1,239		10,000		
	--PERSONAL SERVICES--								
045400-2100	FICA EXPENSE	22,536	19,952	29,925	13,881		23,548		
045400-2210	RETIREMENT	43,724	48,438	45,547	30,578		46,647		
045400-2300	HEALTH INSURANCE	61,470	59,884	60,384	37,518		54,056		
045400-2400	LIFE INSURANCE	4,528	3,947	4,507	1,804		2,552		
045400-2700	WORKER'S COMPENSATION	3,592	2,773	4,000	455		4,000		
045400-2840	CAR ALLOWANCE	770	910	840	560		840		
045400-2860	ACCRUED LEAVE EXPENSE	1,577	4,653						
045400-2899	MISC. BENEFITS	1,308	534	1,064	568		1,064		
	--EMPLOYEE BENEFITS--								
045400-3100	PROFESSIONAL SERVICES	11,041	27,681	30,000	7,660		30,000		
045400-3105	PROFESSIONAL SVCS-DATA PROC			3,000			3,000		
045400-3110	PROFESSIONAL SERVICES - LEGA	25,375	26,644	27,976	20,982		28,675		
045400-3120	INDEPENDENT AUDITOR	9,902	9,902	11,000	9,928		12,000		
045400-3310	CONTRACTUAL REPAIR/MAINT		22	500	712		500		
045400-3320	MAINTENANCE CONTRACTS	1,808	75	3,000	1,732		3,000		
045400-3500	PRINTING	3,468	3,127	5,250	1,880		4,500		
045400-3600	ADVERTISING	959	1,065	2,000	374		1,500		
	--PURCHASED SERVICES--								
045400-4100	DATA PROCESSING	19,329	40,740	14,616	17,416		17,223		
	--INTERNAL SERVICES--								
	--SUB TOTAL--	615,801	658,102	669,392	441,019		654,843		
045400-4200-110	MOTOR POOL LABOR	855	1,101	730	947		1,430		
	--INTERNAL SERVICES--	855	1,101	730	947		1,430		
	--SUB TOTAL--	855	1,101	730	947		1,430		
045400-4200-310	CONTRACTUAL REPAIR		7	10	11		10		
	--INTERNAL SERVICES--		7	10	11		10		
	--SUB TOTAL--		7	10	11		10		

	Prior Expenditure FY/2009	Years Expenditure FY/2010	Current Adopted Budget	Year Actual On 2011/03	Year Projected Expenditure	FY/2012 Department Request	Budget Year Town Manager Recommends	Year Adopted Budget
** WATER/SEWER ADMINISTRATIO								
045400-4200-535	747	757	1,500	1,054		1,500		
AUTOMOTIVE INSURANCE								
INTERNAL SERVICES	747	757	1,500	1,054		1,500		
SUB TOTAL	747	757	1,500	1,054		1,500		
045400-4200-608	1,379	1,240	1,100	1,324		1,700		
FUEL								
INTERNAL SERVICES	1,379	1,240	1,100	1,324		1,700		
SUB TOTAL	1,379	1,240	1,100	1,324		1,700		
045400-4200-609	486	525	320	594		820		
REPAIR PARTS & TIRES								
INTERNAL SERVICES	486	525	320	594		820		
SUB TOTAL	486	525	320	594		820		
045400-4200-699	253	253	240	211		330		
OTHER MOTOR POOL COSTS								
INTERNAL SERVICES	253	253	240	211		330		
SUB TOTAL	253	253	240	211		330		
045400-5210	18,207	19,735	18,500	12,330		18,500		
POSTAGE								
COMMUNICATION	8,342	8,088	8,000	6,241		8,200		
SURETY BOND	247	211	300	215		300		
GENERAL LIABILITY INS	4,016	4,427	5,000	4,434		8,377		
LEASE OF EQUIPMENT	12,123	7,707	12,000	3,592		10,000		
TRAVEL	1,348	1,373	600	745		850		
TRAINING	410	891	850	44		850		
MEMBERSHIPS & DUES	1,570	1,192	1,480	1,549		1,480		
BAD DEBT EXPENSE	18,071							
OTHER CHARGES								
045400-6001	3,159	3,131	4,200	1,554		3,800		
OFFICE SUPPLIES								
WEARING APPAREL		30						
SUBSCRIPTIONS	681	898	1,000	457		1,000		
SERVICE CHARGES	4,914	12,968	5,000	8,253		12,000		
MATERIALS & SUPPLIES	277			2				
MATERIALS & SUPPLIES								
045400-8202	1,916	397	500	227		500		
FURNITURE & FIXTURES								
DATA PROCESSING EQUIPMENT	17,308							
DEPRECIATION EXPENSE								
CAPITAL OUTLAY								
SUB TOTAL	57,973	61,048	57,430	39,643		65,857		
TOTAL	677,494	723,033	730,722	484,803		726,490		

Function:	Public Utilities
Fund:	Water and Sewer
Department:	Capital Outlay

Program Description:

The Utility Fund Capital Outlay department accounts for capital additions to the water and sewer utility system and is divided into several different sections for ease in presentation.

Manager's Message:

The Capital Outlay section of the Utilities Budget includes funds for construction of new projects or rehabilitation work under the Council's guidelines for capital projects and purchases of new equipment for water and sewer operations. The Utilities Capital budget for FY2012 is \$775,000. Fiscal Year 2012 Capital Outlay for the Water & Sewer Fund is summarized as follows:

Transmission and Distribution - Machinery & Equipment	\$ 75,000
Water Plant and Well Improvements	240,000
Sewer Line Rehabilitation	225,000
Sewer Plant Improvements	<u>235,000</u>
Total Water and Sewer Fund Capital Outlay	\$775,000

Transmission and Distribution Equipment Replacement:

Backhoe Replacement – T&D – (\$75,000): The request is to cost share the replacement of the existing public works backhoe that is over 25 years old. The utility cost share will allow for the purchase of a 120 horsepower machine that will be capable of lifting the heavier sewer manholes bases that are set by the T&D Section. Currently it takes 2 backhoes to set a structure. The up-sizing of the equipment will benefit both departments and the replaced PW backhoe will be transferred to the utility department for service at the sewage treatment plant.

Water Plant and Well Improvements:

Rehabilitation of Well #3 and Well #4 (\$240,000): This project consists of the installation of new pumps and a treatment system to bring Well#3 back into production. Advanced testing over the last year has determined that the well will meet Health Department Standards. The potential capacity of the well is 250,000 to 300,000 gallons per day, which is the equivalent of raising the Warrenton Reservoir dam three feet.

Sewer Line Rehabilitation:

Rehab/Replacement of Sewer Lines (\$225,000): This request is for the rehabilitation/replacement of sanitary sewer lines to combat infiltration and inflow (I&I) in the Frazier Road/Cedar Run basin. Work will be a combination of line replacement, relining and point repairs to better seal the system. Work will concentrate on areas identified by previous limited studies and observations during the past year. This work is a follow-up to the work started in 2001. The 2009 update to the 2002 Water and Sewer Utility Master Plan again identified approximately 800,000 gallons per day of inflow and infiltration experienced. The rehabilitation of the lines and lateral connections seal the sections from extraneous water, thus regaining capacity and providing a larger reserve cushion. The secondary benefit to the relining of pipes is to extend their usable life an additional 25 years. Over 45 percent of the town's sewer system is over 50 years old and built of materials that are becoming more and more susceptible to decay/failure under the continuous harsh water stream environment.

Sewer Plant Improvements:

Replace Belt Press (\$180,000): Replacement of the existing belt press that has been in continuous operation since 1988 at the Sewage Treatment Plant with a sludge dewatering system that will increase the percent solids and keep pace with solids removal as the plant reaches its capacity of 2.5 mgd. The new press will be capable of handling 100 gallons per minute as compared to the existing press capacity of only 40 gallons per minute. The increased capacity and more reliable replacement will reduce operation times and free staff for other operational duties. This past year staff investigated a number of different technologies and found a 1 meter press that will meet the 100 gallon per minute requirement.

Improve Hydraulics at WWTP (\$55,000): The project involves the upgrade of the sewer treatment plants intermediate pump station and the upgrade/sizing of several critical conveyance pipes in the plant to increase the hydraulic capacity of the plant from 5 million gallons per day (mgd) to 7.5 mgd to prevent backups in the plant during peak flows. Pipes ranging from 14-30 inches in diameter will be replaced or upgraded and the pumps in the station will be replaced to handle 5,000 gallons per minute

		— Prior	Years —	— Current		—FY/2012 Budget Year —			
		Expenditure	Expenditure	Adopted	Actual On	Projected	Department	Town Manager	Adopted
		FY/2009	FY/2010	Budget	2011/03	Expenditure	Request	Recommends	Budget
045500	** CAPITAL OUTLAY **								
	—PERSONAL SERVICES—								
045500-8011	LABORATORY EQUIP-850								
045500-8096	MACHINERY/EQUIPMENT-METER DE	106,000	42,400						
045500-8097	MACHINERY/EQUIP-TRANS & DIST		875	18,000	18,127		75,000		
045500-8830	WATER PLANT/WELL IMPROVE.			110,000	1,259,846		240,000		
045500-8835	SEWER PLANT IMPROVEMENTS	184,774	3,679		365,462		235,000		
045500-8866	SEWER LINE REHABILITATION	3,480		560,000	104,238		225,000		
045500-8868	WATER LINE REPLACEMENT	3,888		150,000					
045500-8869	SEWER LINE CONSTRUCTION	85,814	14,898		1,037				
045500-8905	RENTAL PROP IMPROVEMENTS	6,495							
045500-8998	DEPRECIATION EXPENSE	910,059	1,085,279						
	—CAPITAL OUTLAY—								
	—SUB TOTAL—	1,287,520	1,147,131	838,000	1,748,710		775,000		
045500-8866-02	3rd STREET SEWER LINE REPLAC	349							
	—CAPITAL OUTLAY—	349							
	—SUB TOTAL—	349							
	—TOTAL—	1,287,869	1,147,131	838,000	1,748,710		775,000		

Function:	Public Utilities
Fund:	Water and Sewer
Department:	Debt Service

Program Description:

The Utility Fund debt service accounts include principal, interest and related charges associated with the long-term debt of the fund.

Manager's Message:

The Town of Warrenton retired \$3,375,000 in outstanding debt on September 1, 2003. Accordingly, the Water and Sewer fund is now debt free.

	Prior Years		Adopted Budget	Current Year		FY/2012 Budget Year		
	Expenditure FY/2009	Expenditure FY/2010		Actual On 2011/03	Projected Expenditure	Department Request	Town Manager Recommends	Adopted Budget
099100	** TRANSFERS & RESERVES **							
	—PERSONAL SERVICES—							
099100-7013								
099100-7014								
099100-7999								
	—PAYMENT TO JOINT OPER							
099100-9100								
099100-9300								
099100-9514								
099100-9515								
	—OTHER USES OF FUNDS—							
TOTAL FOR FUND	4,909,281	4,741,236	4,849,972	4,550,593		4,697,647		

**TOWN OF WARRENTON, VIRGINIA
SUMMARY OF PARKS AND RECREATION BUDGET
FOR PROPOSED AND LAST FISCAL YEAR**

<u>REVENUES</u>	<u>ADOPTED</u> <u>2010-2011</u>	<u>PROPOSED</u> <u>2011-2012</u>
Revenue from Use of Money/Property	\$ 500	\$ 500
Charges for Services – Fields	6,200	6,200
Charges for Services/ Events & Aquatic Center	1,073,000	1,183,250
Concessions	10,000	8,000
Miscellaneous Revenue	50,000	60,000
Transfers & Reserves	1,185,917	1,053,149
TOTAL PARKS & RECREATION FUND REVENUE	\$ 2,325,617	\$ 2,311,099
<u>EXPENDITURES</u>		
Maintenance - Fields	\$ 41,779	\$ 36,240
Contributions - Parks & Recreation	11,000	11,000
Maintenance - Pool	1,145,827	1,432,173
Maintenance - Parks	67,706	64,366
Administration	69,160	74,728
Debt Service	690,145	684,103
Subtotal	\$ 2,325,617	\$ 2,306,610
Capital Outlay & Projects	-	8,489
TOTAL PARKS & RECREATION FUND EXPENDITURES	\$ 2,325,617	\$ 2,311,099

Parks and Recreation

Sources of Revenue

Parks and Recreation Fund revenues for FY2012 total \$2,311,099

The Parks and Recreation Fund was established in 2007 as an enterprise fund created for all revenue and expenditure items relating to the operation of the various Town Parks; Eva Walker, Rady, Academy Hill, Gold Cup, and the Warrenton Aquatic and Recreation Facility (WARF). The partnership with Fauquier County Parks and Recreation Department for the maintenance and programming of three of the Town's five parks was dissolved effective March 1, 2009 as a result of the county's budgetary constraints. The Town has assumed all responsibility for operation of these parks. FY2012 revenue and expenditure estimates have been forecasted using membership data, program planning, facility use and contractual agreements.

The Warrenton Parks and Recreation Department aspires to enrich the lives of its residents by providing a balance of recreational facilities, programs, and open space in an efficient business-like manner, thereby decreasing the dependence on tax dollars.

**Revenue Description:
FY2012 Estimate:**

**Revenue from Use of
Money/Property
\$500**

Revenue from the Use of Money/Property remained equivalent to FY2011 budgeted revenue of \$500 for FY2012 due to prevailing economic conditions. This category also includes Permits, key tags and other licenses. Interest and investment revenue fluctuates with the general economic conditions resulting in returns that are currently very low. The economic condition is expected to recover very slowly over the next few years.

**Revenue Description:
FY2012 Estimate:**

**Charges for Services - Fields
\$6,200**

The FY2012 budget for Charges for Services – Fields has remained the same as projections for FY2011. Revenue in this category includes rentals of pavilions and fields at the various parks. Revenue produced from renting the pavilions at Rady Park and Eva Walker Park is anticipated to total \$3,800, based on prior year rentals. Those using the fields at the parks are required to either

perform field maintenance or pay a \$15/hour fee. The fields are used over 1,100 hours per year. While most leagues will elect field maintenance, short term field renters and those offering programs at the park will pay the \$15/hour fee. It is anticipated that in FY2012, 160 hours of use will be paid at \$15/hour, for a total of \$2,400. The soccer fields that surround the WARF are managed and maintained by the Warrenton Field Association by a Memorandum of Understanding with the Town of Warrenton. The agreement will be in its fifth full year and it is anticipated that the soccer fields will continue to meet the needs of the soccer community for many years.

Revenue Description:
FY2012 Estimate:

Charges for Services - Pool
\$1,149,950

The FY2012 budget for Charges for Services – Pool usage has increased above revenues budgeted for FY 2011. This budget contains increased revenue for merchandise, annual and daily pool admissions, program fees, and special events due to steadily increasing facility usage. Revenues generated in this category include funds derived from admission and membership sales, aquatic “learn-to-swim” programs, other recreational programs and services, merchandise sales and room rental fees. Fees for admission and charges relating to the use of facilities are the foundation on which this budget was developed. New initiatives in personal training, birthday parties, and aquatic programs all contribute to this line.

Revenue Description:
FY2012 Estimate:

Charges for Services - Events
\$ 33,300

The FY2012 budget for Charges for Services - Events has increased by \$7,300 over the FY2011 budget. This increase is based on the rental of the WARF for three US swim meets during FY2012; a three day meet in the late Fall, a two day meet in the Winter, and a two day meet in the Spring. Also included in this category are revenues from special events such as teen nights and from babysitting services.

Revenue Description:
FY2012 Estimate:

Concessions
\$ 8,000

The FY2012 budget for Concessions has decreased \$2,000 from the FY2011 budget due to difficulty in maintaining a consistent vendor for over the counter concessions at the WARF. Revenue projections assume a percentage of gross sales of food, beverage and vending services from outside vendors paid to the Town. This line includes revenues from vending. WARF receives a percentage of revenue from both beverage and snack machines, as well as from a food concessionaire.

Revenue Description:
FY2012 Estimate:

Miscellaneous
\$ 60,000

The FY2012 Miscellaneous budget has increased by \$10,000 from FY2011 due to the expected increase in corporate sponsorships at the WARF. The WARF currently has three corporate sponsors and is actively pursuing other partnerships.

Revenue Description:
FY2012 Estimate:

Transfers & Reserves
\$1,053,149

Transfers from other funds and/or from reserves to potentially fund a portion of the costs associated with the WARF are included here as a source of funding. During FY2012 it is being proposed that the following sources be available for use in the operation of the facility, if needed:

Transfer from General Fund Revenue	\$1,053,149
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- B U D G E T -

R E V E N U E

	Prior Years			FY/2011 Current Year			FY/2012 Budget Year		
	Revenue FY/2008	Revenue FY/2009	Revenue FY/2010	Adopted Budget	Actual On 2011/03	Projected Revenue	Department Request	WARRENTON Recommends	Adopted Budget
000999									
013030									
013030-0001									
	15-	55-	138-	100-	50-		100-		
	15-	55-	138-	100-	50-		100-		
TOTAL - ** PERMITS & OTHER LICENSES	15-	55-	138-	100-	50-		100-		
015010									
015010-0001									
015010-0010									
	80,856-	5,724-	412-	400-	318-		400-		
	80,856-	5,724-	412-	400-	318-		400-		
TOTAL - ** REVENUE USE OF MONEY/PROP	80,856-	5,724-	412-	400-	318-		400-		
016000									
016160									
016160-0005		2,370-	4,453-	6,200-	1,410-		6,200-		
016160-0010									
016160-0015									
016160-0020									
016160-0030		409-	10,024-						
016160-0040									
016160-0050									
016160-0060									
016160-0070									
		2,779-	14,477-	6,200-	1,410-		6,200-		
016260									
016260-0005									
016260-0010	3,558-	7,739-	7,320-	8,000-	5,531-		8,000-		
016260-0015	40,165-	120,900-	124,295-	154,000-	70,213-		133,000-		
016260-0020	68,975-	156,870-	161,170-	175,000-	104,936-		216,000-		
016260-0021	14,085-	9,390-	2,032-		1,062-				
016260-0025		1-	365-		139-				
016260-0030	68,590-	73,814-	86,525-	95,000-	73,960-		109,250-		
016260-0031	62,998-	86,041-	79,870-	95,000-	49,505-		104,500-		
016260-0033	10,890-								
016260-0034	10,465-	1,810-							
016260-0035	119,465-	138,556-	179,566-	200,000-	155,207-		230,000-		
016260-0036	112,207-	94,476-	94,918-	110,000-	66,362-		121,000-		
016260-0037	4,963-	28,718-	32,662-	40,000-	26,118-		46,000-		
016260-0038	14,547-	54,503-	53,519-	70,000-	49,206-		77,000-		
016260-0039									
016260-0040			9,592-		12,083-				

	Prior Years			FY/2011		Current Year	Projected Revenue	FY/2012	Budget Year
	Revenue FY/2008	Revenue FY/2009	Revenue FY/2010	Adopted Budget	Actual On 2011/03				
** CHARGE SERVICES - POOL **									
016260-0041									
016260-0042	12,675-	36,169-	33,559-	40,000-	23,826-		40,000-		
016260-0043									
016260-0044	16,656-	17,145-	14,819-		4,845-				
016260-0046		5,584-	1,360-		520-				
016260-0050									
016260-0060	44,455-	36,226-	44,343-	60,000-	37,791-		65,200-		
	604,694-	867,942-	925,915-	1,047,000-	681,304-		1,149,950-		
** CHARGE SERVICES - EVENTS									
016360									
016360-0005	1,000-		4,652-	4,000-	3,260-		4,000-		
016360-0010									
016360-0020		1,318-	2,549-	2,000-	1,665-		2,000-		
016360-0040	14,664-	2,984-	1,964-	20,000-	23,364-		27,300-		
	15,664-	4,302-	9,165-	26,000-	28,289-		33,300-		
** CONCESSIONS **									
016460									
016460-0010	3,441-	4,854-	5,559-	10,000-	4,798-		8,000-		
016460-0020									
	3,441-	4,854-	5,559-	10,000-	4,798-		8,000-		
TOTAL - ** CHARGES FOR SERVICES **									
	623,799-	879,877-	955,116-	1,089,200-	715,801-		1,197,450-		
** RETURNS & ALLOWANCES **									
017000									
017000-0010	210								
	210								
TOTAL - ** RETURNS & ALLOWANCES **									
	210								
** RECOVERIES & REBATES **									
018030									
018030-0001					154-				
					154-				
** MISCELLANEOUS REVENUE **									
018990									
018990-0001	50-	438-	3,491-		453-				
018990-0004									
018990-0005									
018990-0006									
018990-0007									
018990-0008									
018990-0042									
018990-0047									
018990-0051		4,594-	44,832-	50,000-	37,980-		60,000-		

- B U D G E T -

R E V E N U E

ACCOUNTING PERIOD 2011/03

	Prior Years			FY/2011		Current Year Projected Revenue	FY/2012 Department Request	Budget Year WARRENTON Recommends	Adopted Budget
	Revenue FY/2008	Revenue FY/2009	Revenue FY/2010	Adopted Budget	Actual On 2011/03				
018990-0054									
** MISCELLANEOUS REVENUE **									
SALE OF REAL PROPERTY									
-TOTAL DEPARTMENT-	50-	5,032-	48,323-	50,000-	38,433-		60,000-		
TOTAL - ** RECOVERIES & REBATES **	50-	5,032-	48,323-	50,000-	38,587-		60,000-		
022010									
024040									
041000									
041000-0001									
041000-0002									
041050									
041050-0001									
041050-0610									
041050-9100		1,159,887-		984,737-			936,208-		
041050-9101			1,331,819-						
041050-9301									
041050-9501									
041050-9502									
041050-9610	43	12,749							
041050-9998				201,180-			116,941-		
041050-9999	43	1,147,138-	1,331,819-	1,185,917-			1,053,149-		
-TOTAL DEPARTMENT-									
TOTAL - ** NON-REVENUE RECEIPTS **	43	1,147,138-	1,331,819-	1,185,917-			1,053,149-		
TOTAL FOR FUND	704,467-	2,037,826-	2,335,808-	2,325,617-	754,756-		2,311,099-		

Function:	Parks
Fund:	Parks and Recreation
Department:	Parks and Recreation

Program Description:

The Town of Warrenton Parks and Recreation Department established in 2007 an enterprise fund for all revenue and expenditure items relating to the operation of the various Town Parks; Eva Walker, Rady, Academy Hill, Gold Cup, the Greenway and the Warrenton Aquatic and Recreation Facility (WARF). The Parks and Recreation Department aspires to enrich the lives of its residents by providing a balance of recreational facilities, programs, and open space in an efficient business-like manner, thereby decreasing the dependence on tax dollars.

Manager’s Message:

The recreational fund budget is designed to cover operational services within the Parks and Recreation Fund. Originally, the fund was primarily for the operation of the WARF. The partnership with Fauquier County Parks and Recreation Department for the maintenance and programming of three of the Town’s five parks was dissolved effective March 1, 2009 as a result of the county’s budgetary constraints. The Parks and Recreation Fund must continue to create new and innovative methods to meet the expected level of service for Town residents.

Personnel Summary:

	Actual FY2009	Actual FY2010	Budget FY2011	Proposed FY2012	Change
Full Time	3.0	3.0	3.0	3.0	0.0
Part Time	62.0	73.0	87.0	87.0	0.0
Total	65.0	79.0	90.0	90.0	0.0

Function:	Recreation
Fund:	Parks and Recreation
Department:	Maintenance - Fields

Program Description:

Funds in this category provide for maintenance of the aquatic center grounds and areas of the athletic field complex as outlined in the Memorandum of Understanding with the Warrenton Fields Association (WFA). Activities involve contract mowing, fertilizing and reseeding of the general park areas and other areas to support athletic activities and the appearance of the complex. Included are maintenance of trails, sidewalks, portable toilet facilities, utility consumption and grounds maintenance.

Manager's Message:

The proposed FY2012 budget for Maintenance Fields is \$36,240 which is a decrease of \$5,539 or 13.3% below the FY2011 budget. Included in this area are the seasonal rentals of dumpsters, rental of portable toilet facilities for use by the leagues playing on the fields and contractual costs for field maintenance. Field maintenance includes mowing, grounds maintenance, and equipment rental. Warrenton Fields Association will continue to foster the development of the Bermuda grass turf surfacing and will continue to schedule play on the fields surrounding the WARF.

Personnel Summary:

Please note: The personnel that service the parks also service the fields.

- B U D G E T -

E X P E N S E

	— Prior Years —		— Current Year —		—FY/2012 Budget Year—			
	Expenditure	Expenditure	Adopted Budget	Actual On 2011/03	Projected Expenditure	Department Request	Town Manager Recommends	Adopted Budget
	FY/2009	FY/2010						
071200	** MAINTENANCE - FIELD **							
071200-1100								
071200-1200								
071200-1300			6,000					
	—PERSONAL SERVICES—							
071200-2100			459			170		
	—EMPLOYEE BENEFITS—							
071200-3100								
071200-3310		917	8,990					
071200-3320	12,432	9,575	15,500	7,626		24,490		
	—PURCHASED SERVICES—							
071200-5308								
071200-5410								
	—OTHER CHARGES—							
071200-6003								
071200-6007								
071200-6032								
071200-6099								
	—MATERIALS & SUPPLIES							
	—SUB TOTAL—							
	15,017	15,235	41,779	13,802		36,240		
	—TOTAL—							
	15,017	15,235	41,779	13,802		36,240		

Function:	Recreation
Fund:	Parks and Recreation
Department:	Contributions – Parks and Recreation

Program Description:

This department includes expenditures for programs which primarily allow the community's youth to better enjoy their leisure time. Past contributions have primarily been geared to support youth-oriented activities in an attempt to provide more alternatives for teenagers in their spare time. The programs were developed in the early 1990's, due to an increase in juvenile problems within the Town and remain popular today.

Organizations requesting contributions from the Town in FY2012 are:

• Boys and Girls Club	\$10,000
• Warrenton Caboose	<u>1,000</u>
TOTAL REQUESTS	\$11,000

Manager's Message:

Fauquier Boys and Girls Club:

The Club charges an annual fee of \$40, which may be waived in special circumstances.

Through paid and volunteer staff, a wide range of programs are offered to Club members, including after school tutoring, active individual and team sports and passive activities for elementary, middle and high school students. The Town Manager recommends level funding in the amount of \$10,000 for FY2012.

Warrenton Caboose:

A vintage 1969 Norfolk and Western steel copula caboose, located near the Fourth Street trailhead of the Warrenton Greenway, has been restored to its original operating condition and serves as a showcase of Warrenton railroad heritage. The caboose has been operated for five years as a working museum. The restored caboose is open to visitors from April through October and receives 750 to 1,100 visitors each year. The caboose is also used in conjunction with Fauquier County Parks and Recreation for events held on the "Greenway."

Level funding in the amount of \$1,000 was requested and is recommended.

	Prior Years		Current Year			FY/2012 Budget Year		
	Expenditure FY/2009	Expenditure FY/2010	Adopted Budget	Actual On 2011/03	Projected Expenditure	Department Request	Town Manager Recommends	Adopted Budget
071300	** CONTRIBUTIONS - P&R **							
	PERSONAL SERVICES							
071300-5690	10,000	10,000	10,000	7,500		10,000		
071300-5691	1,000	1,000	1,000	750		1,000		
	OTHER CHARGES							
	SUB TOTAL							
	11,000	11,000	11,000	8,250		11,000		
	TOTAL							
	11,000	11,000	11,000	8,250		11,000		

**Town of Warrenton
FY2012 Budget**

Function:	Recreation
Fund:	Parks and Recreation
Department:	Maintenance – Aquatic Center

Program Description:

This budget supports all building maintenance and operational functions including, repairs/replacements, janitorial, utilities, chemicals and support services for the operation and maintenance of the Warrenton Aquatic and Recreation Facility (WARF). The objective of this facility is to provide a high quality of service to the public, generate revenue while maintaining expenditures and achieve self-sufficiency.

Manager’s Message:

The proposed FY2012 budget is \$1,432,173 which is a decrease of \$13,654 or 0.9% less than the FY2011 of \$1,445,827. The Parks and Recreation staff continues to refine programs and implement cost saving measures whenever possible. The WARF outsources janitorial services, heating, ventilation and air conditioning (HVAC) preventive maintenance to achieve low cost, quality building engineering services to support staff. Refinement of this budget continues as historical data and attendance trends influence operations. Service delivery modifications continue to be made to improve efficiency.

Personnel Summary:

	Actual FY2009	Actual FY2010	Budget FY2011	Proposed FY2012	Change
Full Time	2.5	2.3	2.3	2.3	0.0
Part Time	62.0	65.0	86.0	86.0	0.0
Total	64.5	67.3	88.3	88.3	0.0

		--- Prior Years ---		--- Current Year ---			--FY/2012 Budget Year --	
		Expenditure	Expenditure	Adopted	Actual On	Projected	Department	Town Manager
		FY/2009	FY/2010	Budget	2011/03	Expenditure	Request	Recommends
								Adopted
								Budget
071400	** MAINTENANCE - AQUATIC CEN							
071400-1100	DIRECTOR PARKS & RECREATION	26,244						
071400-1103	BUILDING & POOL MAINTENANCE	50,203	40,619	42,407	30,483		43,644	
071400-1104	ASST DIRECTOR PARKS/REC	62,308	76,522	80,918	58,245		85,801	
071400-1300	WAGES & EXTRA HELP	28,343	1,017	7,000				
071400-1301	RECEPTION COUNTER CASHIERS P	108,195	112,535	111,571	83,739		112,966	
071400-1302	AQUATICS SUPERVISORS P/T	1,118	50,598	78,460	33,809		70,324	
071400-1304	LIFEGUARDS P/T	229,286	204,211	198,859	141,173		198,859	
071400-1305	SWIM INSTRUCTOR	107,863	65,743	70,000	41,729		70,000	
071400-1306	MEMBERSHIP/GROUP SALES COORD	21,007	21,182	21,815	14,393		22,091	
071400-1307	FITNESS COORDINATOR	12,886	14,305	19,695	10,837		15,998	
071400-1308	AQUATICS COORDINATOR	219	18,884	22,417	11,411		23,598	
071400-1309	BUSINESS & ADMINISTRATIVE	21,270						
071400-1310	CONCESSION COORDINATOR P/T							
071400-1311	CONCESSIONS TEAM P/T							
071400-1312	FITNESS INSTRUCTORS	1,194	63,951	63,894	48,834		63,894	
071400-1313	MARKETING COORDINATOR	104	20,036	21,815	9,365		15,998	
	--PERSONAL SERVICES--							
071400-2100	FICA EXPENSE	51,085	52,219	58,205	36,694		55,323	
071400-2210	VRS RETIREMENT	17,215	19,758	14,528	10,155		15,365	
071400-2300	HEALTH INSURANCE	13,793	19,434	18,421	13,986		19,843	
071400-2400	LIFE INSURANCE	1,213	1,023	974	239		362	
071400-2700	WORKERS' COMPENSATION	2,455	14,823	15,793	15,056		15,793	
071400-2860	ACCRUED LEAVE		4,903					
071400-2899	MISCELLANEOUS BENEFITS	182	263	266	130		259	
	--EMPLOYEE BENEFITS--							
071400-3100	PROFESSIONAL SERVICES	689	726		661			
071400-3110	LEGAL SERVICES							
071400-3310	CONTRACTUAL REPAIRS & MAINIE	5,677	8,988	18,000	19,842		19,800	
071400-3320	MAINTENANCE CONTRACTS	26,347	29,216	20,000	16,458		25,552	
071400-3325	FAUQUIER AQUATIC SWIM TEAM							
071400-3330	JANITORIAL SERVICES	69,300	52,847	65,000	35,597		63,000	
071400-3340	MARKETING & PROMOTION	8,726	13,965	20,000	9,738		18,000	
071400-3500	PRINTING	3,512	2,487	5,000	1,579		5,000	
071400-3701	UNIFORM RENTAL - F/T STAFF	760	1,926	1,820				
	--PURCHASED SERVICES--							
071400-4100	DATA PROCESSING	2,852	9,053	30,845	36,753		36,346	
	--INTERNAL SERVICES--							
071400-5110	UTILITIES - ELECTRIC	234,093	184,051	200,000	126,408		195,000	
071400-5120	UTILITIES - GAS	95,284	68,118	71,500	50,823		71,500	
071400-5210	POSTAGE	1,017	1,282	1,500	1,895		1,500	
071400-5230	COMMUNICATION	2,190	408	1,800	277		800	
071400-5302	FIRE INSURANCE	24,332	24,991	24,674	23,666		24,674	
071400-5306	SURETY	141	481	650	491		650	

	— Prior Years — Expenditure FY/2009	Expenditure FY/2010	Adopted Budget	Current Actual On 2011/03	Year — Projected Expenditure	—FY/2012 Department Request	Budget Year — Town Manager Recommends	Adopted Budget
** MAINTENANCE - AQUATIC CEN								
071400-5308								
071400-5410								
071400-5510								
071400-5540								
—OTHER CHARGES—								
071400-6001								
071400-6002								
071400-6003								
071400-6007								
071400-6008								
071400-6009								
071400-6011								
071400-6012								
071400-6022								
071400-6025								
071400-6097								
071400-6098								
071400-6099								
071400-6100								
—MATERIALS & SUPPLIES								
071400-8202								
071400-8205								
071400-8207								
—CAPITAL OUTLAY—								
—SUB TOTAL—								
—TOTAL—								

**Town of Warrenton
FY2012 Budget**

Function:	Recreation
Fund:	Parks and Recreation
Department:	Maintenance - Parks

Program Description:

The goal of this department is to maintain the Town’s park facilities in order to provide citizens with attractive, clean, functional, safe and pleasant places to visit. The Town’s agreement with Fauquier County Parks and Recreation to oversee the facilities management and event scheduling was dissolved requiring additional resources to continue to provide the level of service enjoyed over the past decade.

Manager’s Message:

The proposed Parks budget for FY2012 of \$64,366 is a decrease of \$3,340 or 4.9% less than the FY2011 budget of \$67,706. Town park improvements and grounds maintenance will be performed by Town personnel or outside contractors. Fauquier County will no longer assist in this effort. This department budget will continue to be refined as the department develops historical operational data.

Personnel Summary:

The proposed budget includes one part-time employee and one seasonal part-time employee to maintain the appearance and safety of all Town parks. Public Works may provide labor for special projects or in the absence of Parks and Recreation personnel.

	Actual FY2009	Actual FY2010	Budget FY2011	Proposed FY2012	Change
Full Time	0.0	0.0	0.0	0.0	0.0
Part Time	0.0	0.7	1.1	1.1	0.0
Total	0.0	0.7	1.1	1.1	0.0

- B U D G E T -

E X P E N S E

ACCOUNTING PERIOD 2011/03

		— Prior Years — Expenditure FY/2009	Expenditure FY/2010	Adopted Budget	Current Year Actual On 2011/03	Year Projected Expenditure	—FY/2012 Budget Year — Department Request	Town Manager Recommends	Adopted Budget
071600	** MAINTENANCE - PARKS **								
071600-1300	WAGES & EXTRA HELP —PERSONAL SERVICES—	7,057	18,451	19,080	18,512		19,080		
071600-2100	FICA EXPENSE —EMPLOYEE BENEFITS—	492	983	1,460	1,018		1,078		
071600-3310	CONTRACTUAL REPAIRS/MAINTENANCE	1,496	3,563						
071600-3320	MAINTENANCE CONTRACTS	7,870	7,678	20,000	8,976		20,000		
071600-3357	RADY PARK MAINTENANCE —PURCHASED SERVICES—	593		8,100	14		8,100		
071600-4200	VEHICLE EXPENSE —INTERNAL SERVICES—			2,700	4				
	—SUB TOTAL—	17,508	30,675	51,340	28,524		48,258		
071600-4200-110	MOTOR POOL LABOR —INTERNAL SERVICES—		968	850	576		950		
	—SUB TOTAL—		968	850	576		950		
071600-4200-310	CONTRACTUAL REPAIRS —INTERNAL SERVICES—		551	60					
	—SUB TOTAL—		551	60					
071600-4200-535	VEHICLE INSURANCE —INTERNAL SERVICES—		553	800	563		800		
	—SUB TOTAL—		553	800	563		800		
071600-4200-608	VEHICLE FUEL —INTERNAL SERVICES—		885	600	858		1,400		
	—SUB TOTAL—		885	600	858		1,400		
071600-4200-609	REPAIR PARTS & TIRES —INTERNAL SERVICES—		773	1,060	399		710		
	—SUB TOTAL—		773	1,060	399		710		
071600-4200-699	OTHER MOTOR POOL COSTS —INTERNAL SERVICES—		138	296	138		148		
	—SUB TOTAL—		138	296	138		148		
071600-5110	ELECTRIC CURRENT	1,197	626	500	494		500		

	— Prior Years — Expenditure FY/2009	Expenditure FY/2010	Adopted Budget	Current Year Actual On 2011/03	Year — Projected Expenditure	—FY/2012 Department Request	Budget Year — Town Manager Recommends	Adopted Budget
** MAINTENANCE - PARKS **								
071600-5302								
071600-5306		424						
071600-5307		847						
071600-5308	2,000	537						
071600-5410	295	1,007	2,600	1,093		2,600		
—OTHER CHARGES—								
071600-6003	1,353	336	1,000	63		1,000		
071600-6007		31	3,000	34		3,000		
071600-6099	4,382	5,633	5,000	2,217		5,000		
—MATERIALS & SUPPLIES								
071600-8264		109	600					
—CAPITAL OUTLAY—								
—SUB TOTAL—								
	10,498	8,279	12,700	3,901		12,100		
—TOTAL—								
	28,006	42,822	67,706	34,959		64,366		

**Town of Warrenton
FY2012 Budget**

Function:	Recreation
Fund:	Parks and Recreation
Department:	Administration

Program Description:

This budget supports all of the department’s various programs to make certain they perform and function effectively and efficiently. This administrative effort provides leadership, direction, oversight, management, technical assistance, contract management, and staff training assistance. The administration coordinates with other Town departments, Town Council and the Town Manager. Policies and procedures are developed, reviewed, revised and implemented.

Manager’s Message:

The proposed FY2012 budget is \$74,728 which is an increase of \$5,568 or 8.1% above the FY2011 budget of \$69,160. Parks and Recreation is challenged with meeting the public’s needs and desires in a safe and effective manner while balancing user fees to offset the department’s operational expenses. This department’s workload includes management of the WARF, four parks, the Fun for All Playground, and will include management of the planned lake feature in FY2012.

Personnel Summary:

	Actual FY2009	Actual FY2010	Budget FY2011	Proposed FY2012	Change
Full Time	1.0	.7	.7	.7	0.0
Part Time	0.0	0.0	0.0	0.0	0.0
Total	1.0	.7	.7	.7	0.0

		Prior Years		Current Year		FY/2012 Budget Year			
		Expenditure	Expenditure	Adopted Budget	Actual On 2011/03	Projected Expenditure	Department Request	Town Manager Recommends	Adopted Budget
071700	** ADMINISTRATION **								
071700-1100	DIRECTOR PARKS & RECREATION	27,270							
071700-1103	BUILDING & POOL MAINTENANCE	249	13,355	14,136	10,161		14,548		
071700-1104	ASST DIRECTOR PARKS/REC	487	26,187	26,973	19,415		28,600		
071700-1200	WAGES - OVERTIME								
071700-1300	WAGES & EXTRA HELP								
	---PERSONAL SERVICES---								
071700-2100	FTCA EXPENSE	2,144	2,948	3,145	2,182		2,438		
071700-2210	RETIREMENT	3,766	146	4,843	2,888		5,122		
071700-2300	HEALTH INSURANCE	64	6,478	6,140	4,532		6,614		
071700-2400	LIFE INSURANCE	266	4	325	68		121		
071700-2700	WORKERS' COMPENSATION	327	252	400	957		400		
071700-2860	ACCRUED LEAVE	237-							
071700-2899	MISCELLANEOUS BENEFITS	161	106	86	47		86		
	---EMPLOYEE BENEFITS---								
071700-3100	PROFESSIONAL SERVICES	231		500			500		
071700-3120	INDEPENDENT AUDITOR								
071700-3310	CONTRACTUAL REPAIRS & MAINTN								
071700-3320	MAINTENANCE CONTRACTS	700							
071700-3500	PRINTING	110	50	250			250		
071700-3600	ADVERTISING	1,295	1,738	250	320		750		
	---PURCHASED SERVICES---								
071700-4100	DATA PROCESSING	18,625	1,378	1,411	1,682		1,663		
071700-4200	VEHICLE EXPENSES			500					
	---INTERNAL SERVICES---								
071700-5210	POSTAGE	550	1,250	500	593		1,000		
071700-5230	COMMUNICATION	5,203	6,207	3,000	4,675		4,000		
071700-5302	FIRE INSURANCE								
071700-5306	SURETY								
071700-5307	PUBLIC OFFICIALS LIABILITY	282	2,147	1,301	2,511		1,301		
071700-5308	GENERAL LIABILITY INSURANCE		1,613	2,400	2,318		4,335		
071700-5410	LEASE OF EQUIPMENT	2,662	3,151	3,000	2,404		3,000		
071700-5540	TRAINING	290							
	---OTHER CHARGES---								
071700-6001	OFFICE SUPPLIES		376		687				
071700-6099	MATERIALS & SUPPLIES	84							
	---MATERIALS & SUPPLIES---								
071700-8202	FURNITURE & FIXTURES								
	---CAPITAL OUTLAY---								
	---SUB TOTAL---	64,529	67,386	69,160	55,440		74,728		
	---TOTAL---	64,529	67,386	69,160	55,440		74,728		

Function:	Recreation
Fund:	Parks and Recreation
Department:	Capital Outlay

Program Description:

The Recreation Fund Capital Outlay department accounts for capital additions or developments to the Town's inventory of park properties and its amenities.

Funding of \$8,489 is requested to provide an additional skate board "trick" as well as two benches for seating at the skate park.

Manager's Message:

Development and planning continues on prior year projects including: Warrenton Greenway Depot Park, Aquatic Center signage, and Recreation Facility Concessions/Restrooms at the WARF.

Function:	Recreation
Fund:	Parks and Recreation
Department:	Debt Service

Program Description:

The Recreation Fund debt service accounts include principal, interest and related charges associated with the long-term debt of the fund.

Manager's Message:

The Town of Warrenton issued long-term debt in the amount of \$9,775,000 via the VML/VA Co Investment Pool in the Spring 2006 offering. Bonds were issued for staggering terms and varying interest rates to be repaid over the next 25 years. FY2012 debt service payments, due in August 2011 and February 2012 are as follows:

Principal	\$ 260,000
Interest	423,813
Administration Fees	290
Total	<u>\$ 684,103</u>

3/23/2011 TOWN OF WARRENTON
 FUND #-514 ** RECREATION FUND EXPENDITU

- B U D G E T -

E X P E N S E

ACCOUNTING PERIOD 2011/03

	Prior Years		Current Year			FY/2012 Budget Year		
	Expenditure FY/2009	Expenditure FY/2010	Adopted Budget	Actual On 2011/03	Projected Expenditure	Department Request	Town Manager Recommends	Adopted Budget
095100	** DEBT SERVICE **							
	-PERSONAL SERVICES-							
095100-9100			250,000	250,000		260,000		
095100-9105	431,972	423,334	440,000	434,013		423,813		
095100-9110		290	145	290		290		
095100-9115								
	-OTHER USES OF FUNDS-							
-SUB TOTAL-	431,972	423,624	690,145	684,303		684,103		
-TOTAL-	431,972	423,624	690,145	684,303		684,103		

		----- Prior Years -----		----- Current Year -----			--FY/2012 Budget Year --	
		Expenditure	Expenditure	Adopted	Actual On	Projected	Department	Town Manager
		FY/2009	FY/2010	Budget	2011/03	Expenditure	Request	Recommends
								Adopted
								Budget
093100-0100	TRANSFER TO GENERAL FUND			2,000			1,000	
	--PERSONAL SERVICES--							
	--SUB TOTAL--			2,000			1,000	
	--TOTAL--			2,000			1,000	
	TOTAL FOR FUND			2,000			1,000	

Function:	Motor Pool Expenditures
Fund:	Motor Pool
Department:	Motor Pool Expenditures

Program Description:

The Motor Pool Fund serves as an “internal services fund” and is independent of other funds in the Town. As such, the motor pool staff has responsibility for costs of operation and maintenance of all Town vehicles and pieces of equipment (approximately 191 total, ranging from police cars to refuse trucks to backhoes, chain saws and weed eaters). Revenues to support the fund are derived from “charges” assigned to various Town departments and budgets for operation and maintenance of Town vehicles and equipment.

Manager’s Message:

The proposed FY2012 budget for the Motor Pool is \$374,259. This is a budget increase of \$4,977 or 1.4% above the FY2011 budget of \$369,282. The increase is due to increases in repair parts (\$10,000) and tires (\$5,000) for the aging equipment along with a slight increase in salaries/benefits and contractual repairs. The maintenance budget has been serving as a bridge to the deferred equipment replacement scheduled. The replacement of the backhoe and two pickups in the CIP will be a big help in elevating the equipment status, but those items will not be on hand until mid-year, at the earliest. Fuel costs continue to fluctuate under the current world market influences with petroleum related products, tires and repair parts impacted. Fuel fluctuations this year have not been as extreme as experienced in the summer of 2008, but have continued to rise at a constant rate, future costs will remain unpredictable beyond the immediate future with a continued gradual increase expected.

The motor pool staff continues to remain at 3 personnel, which it has been since 1998. In the proposed budget there is allocated overtime to supplement the current 3 mechanics during the high equipment use months of the construction season and during snow removal operations in which mechanic support is needed around the clock until the end of a storm. The labor, contractual repairs and repair parts are charged directly to the other department accounts throughout the year as repairs/services are performed. The current internal labor charge is \$55/hour compared to the local dealership rates that range from \$79-\$95/hour. An additional \$13/ hour is charged for shop supplies and other motor pool expenses.

Personnel Summary:

	Actual FY2009	Actual FY2010	Budget FY2011	Proposed FY2012	Change
Full Time	3.00	2.45	2.45	2.45	0.00
Part Time	0.00	0.00	0.00	0.00	0.00
Total	3.00	2.45	2.45	2.45	0.00

		----- Prior Years -----		----- Current Year -----			-----FY/2012 Budget Year-----	
		Expenditure	Expenditure	Adopted	Actual On	Projected	Department	Town Manager
		FY/2009	FY/2010	Budget	2011/03	Expenditure	Request	Recommends
								Adopted
								Budget
012520	MOTOR POOL EXPENDITURES							
012520-1100	SALARIES-MECHANICS	130,352	137,674	140,079	103,272		141,139	
012520-1301	WAGES AND EXTRA HELP	5,602	6,127	6,000	6,399		6,000	
012520-1302	WAGES - SNOW REMOVAL	1,466	4,080	1,200	518		1,200	
---PERSONAL SERVICES---								
012520-2100	FICA EXPENSE	12,922	13,591	11,267	10,220		8,381	
012520-2210	RETIREMENT	15,453	17,102	16,025	10,784		16,501	
012520-2300	HEALTH INSURANCE	14,140	15,552	15,154	11,020		16,431	
012520-2400	LIFE INSURANCE	1,089	883	1,075	254		389	
012520-2700	WORKMEN'S COMPENSATION	2,051	1,583	1,610	4,477		1,610	
012520-2860	ACCRUED LEAVE EXPENSE	15,008	3,131					
012520-2899	MISC. BENEFITS	205	852	306	119		282	
---EMPLOYEE BENEFITS---								
012520-3310	CONTRACTUAL REPAIR/MAINT	62,827	48,201	62,000	31,490		62,000	
012520-3320	MAINTENANCE CONTRACTS	390	4,680	800	3,510		800	
012520-3701	UNIFORM RENTAL	659	609	750	408		750	
---PURCHASED SERVICES---								
012520-4100	DATA PROCESSING		2,366	2,016	2,402		2,376	
---INTERNAL SERVICES---								
012520-5230	COMMUNICATION	1,103	1,067	1,000	856		1,000	
012520-5510	TRAVEL	292	365		157		400	
012520-5540	TRAINING							
---OTHER CHARGES---								
012520-6008	GASOLINE, GREASE & OIL	8,370	10,942	9,000	5,957		9,000	
012520-6009	REPAIR PARTS-EQUIPMENT	82,204	87,674	75,000	58,108		75,000	
012520-6011	WEARING APPAREL	191	266	500			500	
012520-6012	SUBSCRIPTIONS	36		100	113		100	
012520-6014	AUTOMOTIVE TIRES & TUBES	16,827	16,717	10,000	15,775		15,000	
012520-6024	TOOLS	604	1,906	1,400	1,348		1,400	
012520-6099	MATERIALS & SUPPLIES	13,387	11,482	12,000	5,936		12,000	
---MATERIALS & SUPPLIES---								
012520-8201	MACHINERY & EQUIPMENT	4,828	5,105	2,000	2,940		2,000	
---CAPITAL OUTLAY---								
---SUB TOTAL---		390,006	391,955	369,282	276,063		374,259	
---TOTAL---		390,006	391,955	369,282	276,063		374,259	
TOTAL FOR FUND		390,006	391,955	369,282	276,063		374,259	

	Prior Years			FY/2011 Current Year			FY/2012	Budget Year	
	Revenue FY/2008	Revenue FY/2009	Revenue FY/2010	Adopted Budget	Actual On 2011/03	Projected Revenue	Department Request	WARRENTON Recommends	Adopted Budget
000999									
041050									
041050-0100	190,824-	214,148-	165,947-	103,220-	122,991-		121,631-		
041050-0501	61,047-	74,809-	62,257-	34,776-	41,437-		40,979-		
041050-0514	8,538-	34,226-	10,431-	32,256-	38,435-		38,009-		
041050-0601			2,366-	2,016-	2,402-		2,376-		
041050-9998									
	260,409-	323,183-	241,001-	172,268-	205,265-		202,995-		
TOTAL - ** TRANSFERS **	260,409-	323,183-	241,001-	172,268-	205,265-		202,995-		
TOTAL FOR FUND	260,409-	323,183-	241,001-	172,268-	205,265-		202,995-		
FINAL TOTAL	16,550,705-	18,358,376-	17,212,601-	16,932,135-	9,989,064-		16,766,719-		

Function:	Data Processing Expenditures
Fund:	Data Processing
Department:	Data Processing Expenditures

Program Description

The Data Processing Fund includes all general network and end user costs that are non-specific to any departmental program or effort. These costs are allocated to using departments in the line item 4100 Data Processing based upon the number of network users in that department. Departmental specific data processing costs are shown in the appropriate department's line items of Professional Services or Data Processing Equipment. All proposed programs have been identified by the using department or the Town's network consultants F1 Computer Solutions.

Manager's Message

The FY2012 budget for the Data Processing Fund is \$202,995 allocated to the using departments based upon the current network users at the rate of \$2,377 per year. The FY2012 proposed budget is \$30,727 more than the FY2011 budget. This increase is due to the delaying of some projects from the previous year and a new method of backing up the current servers because volume has necessitated a revision.

There is no Data Processing staff. The Town maintains a multi-use, sole source contract for network services and support with F1 Computer Solutions of Warrenton, VA. The Data Processing function, via the use of professional staff, is 100% outsourced. This effort involves the overall responsibility of information systems and supporting the end-user.

In prior years, data processing costs were allocated between the general fund and the utilities fund at a 60/40 ratio. With the addition of the Parks and Recreation fund and incorporating sound accounting practices through the intra-service fund, we believe we more accurately match expenditures with major cost centers. These costs, beginning in FY2008, were allocated to the using departments on a monthly basis according to the number of network users in the respective department. The costs, allocated much in the same way as the Motor Pool, will be reflected in line item 4100 in the using departments.

	FY 2011 BUDGET	FY 2012 BUDGET
Data Processing Fund Estimated Expenditures – Operations	\$170,268	\$117,545
Data Processing Fund Estimated Expenditures – Projects	2,000	85,450
Allocated to using departments based upon user accounts at a fixed rate of \$3,186 for FY2011 and \$2,377 for FY 2012 Subtotal	\$172,268	\$202,995
TOTAL DATA PROCESSING REQUESTS	\$172,268	\$202,995

Major Data Processing General Network Project – FY2012

- *New Data Storage*

The above project as well as the Town’s general approach to information technology investment is based upon Council’s commitment to staying abreast with technology, as evidenced by the adoption of the Resolution Encouraging and Supporting the Exploration and Utilization of Current Technologies in Communications and Information Exchange. It is imperative that the Town continues to move forward in maintaining and upgrading current systems and equipment. It is also essential that the Town continue to explore and fully incorporate, into its established e-Gov website, the use of cutting-edge technologies.

		— Prior Years —		— Current Year —		—FY/2012 Budget Year —		
		Expenditure	Expenditure	Actual On	Projected	Department	Town Manager	Adopted
		FY/2009	FY/2010	2011/03	Expenditure	Request	Recommends	Budget
012520	** DATA PROCESSING EXPENDITU							
	—PERSONAL SERVICES—							
012520-3100	PROFESSIONAL SERVICES	99,151	68,470	92,450	50,309	85,450		
012520-3310	CONTRACTUAL SERVICES	100	1,120	500		500		
012520-3320	MAINTENANCE CONTRACTS	30,594	35,627	51,564	28,249	55,617		
	—PURCHASED SERVICES—							
012520-5230	COMMUNICATIONS	13,835	14,482	16,146	10,284	16,972		
012520-5304	EQUIPMENT INSURANCE							
012520-5410	LEASE OF EQUIPMENT		5,567	5,608	4,173	4,956		
012520-5510	TRAVEL							
012520-5540	TRAINING							
	—OTHER CHARGES—							
012520-6001	OFFICE SUPPLIES	5,889	2,272	4,000	4,266	4,000		
012520-6012	DUES & SUBSCRIPTIONS				50			
	—MATERIALS & SUPPLIES							
012520-8207	DATA PROCESSING EQUIPMENT	59,195	113,462	2,000	39,855	35,500		
	—CAPITAL OUTLAY—							
	—SUB TOTAL—	208,764	241,000	172,268	137,186	202,995		
	—TOTAL—	208,764	241,000	172,268	137,186	202,995		

		— Prior Years —		— Current Year —		—FY/2012 Budget Year —			
		Expenditure	Expenditure	Adopted	Actual On	Projected	Department	Town Manager	Adopted
		FY/2009	FY/2010	Budget	2011/03	Expenditure	Request	Recommends	Budget
099100-0100	TRANSFER TO GENERAL FUND								
099100-0501	TRANSFER TO W/S FUND								
099100-0514	TRANSFER TO P&R FUND								
	—PERSONAL SERVICES—								
099100-7014	TRANSFER TO RESERVES								
	—PAYMENT TO JOINT OPER								
TOTAL FOR FUND		208,764	241,000	172,268	137,186		202,995		
FINAL TOTAL		16,278,959	17,193,170	16,932,135	12,523,603		16,766,719		

**TOWN OF WARRENTON
CAPITAL IMPROVEMENT PROGRAM**

FINAL – June 14, 2011



2012-2017

**TOWN OF WARRENTON
CAPITAL IMPROVEMENT PROGRAM**

DRAFT – December 10, 2010



2012-2017

TOWN OF WARRENTON, VIRGINIA

CAPITAL IMPROVEMENTS PROGRAM

2012-2017

TOWN COUNCIL

GEORGE B. FITCH, MAYOR
DAVID A. NORDEN, VICE MAYOR
POWELL L. DUGGAN
JOHN S. LEWIS
YAKIR M. LUBOWSKY
ROGER R. MARTELLA, JR.
SAMUEL B. TARR
JOAN R. WILLIAMS

PLANNING COMMISSION

ELIZABETH D. SCULLIN - CHAIRPERSON
W. HUNT CHEATWOOD, VICE-CHAIRPERSON
JOHN H. BARTENSTEIN
CARL A. FOSTER
JOHN W. HARRE
JOHN P. KIP
ROGER R. MARTELLA, JR.
ALI ZARABI

ADMINISTRATION

KENNETH L. MCLAWHON, TOWN MANAGER
JOAN JACKSON, FINANCE DIRECTOR
SARAH SITTERLE, PLANNING DIRECTOR
CONNIE NOVAK, CHIEF OF POLICE
CATHY ZIMMER/MARGARET RICE, PARKS AND RECREATION
EDWARD B. TUCKER, PUBLIC WORKS AND UTILITIES DIRECTOR
WHITSON ROBINSON, TOWN ATTORNEY

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CAPITAL IMPROVEMENT PROGRAM

INTRODUCTION

The Capital Improvement Program (CIP) provides for an orderly implementation of short and long range plans for construction of Capital Improvement Projects and Land Acquisition. It further provides for the scheduling of the associated expenditures over a period of many years. The first year of the program represents the proposed Capital Budget for the Fiscal Year. In addition, consideration is given to the project's relations to other improvements and plans, and the Town's current and anticipated financial capabilities. The CIP is updated annually, at which time the schedule and the projects reevaluated, new or deferred projects are added, and the time frame is extended by one additional fiscal year.

POLICY

The following policies guide the development of the CIP:

1. The CIP should be realistic relative to the projected source of revenue.
2. A reserve fund should be established, as required, to reduce the fiscal impact of major projects in a single year.
3. CIP projects undertaken by Enterprise Fund Operations, such as water and sewer, should be considered separate from the General Fund due to the respective fund's ability to fiscally support the project.

BENEFITS

A carefully planned CIP will enable the Town to realize several benefits:

1. Major improvements can be anticipated in advance, rather than addressed at the time the need arises.
2. Specific projects identified within the comprehensive plan can be implemented based upon prior planning.
3. The Town Council and Planning Commission are better able to evaluate the needs of the entire community, instead of special projects.
4. Projects can be scheduled when revenue is available and when the community's anticipated ability to finance is determined.
5. Capital programming improves the Town's ability to vitalize state and federal aid. Applications can be timed to fit the development schedule.

DEFINING A CAPITAL IMPROVEMENT

A capital improvement is defined as a major expenditure, beyond maintenance and operating costs, for the acquisition or construction of a needed facility. Salaries, supplies and other overhead expenditures are considered maintenance and operating costs, not provided for the CIP. Capital improvements include such things as utility systems, public buildings, land acquisitions, streets and sidewalks. The improvements are items that will have a significant impact on the community and are too expensive to be financed in the annual operating budget. Cost and frequency are two criteria that will be used to distinguish between a capital expenditure and an operating expenditure.

1. Cost – For the purposes of the CIP, a project shall be deemed capital rather than operating if it is \$10,000 or more.
2. Frequency – Capital projects should be non-recurring. An interval of three years between expenditures is recommended.

CLASSIFICATIONS

The programs are coded using the following information:

CD – Planning and Community Development
ED – Economic Development Department
FD – Finance Department
PD – Police Department
PR – Parks and Recreation
PW – Public Works Department
UD – Public Utilities Department
TC – Town Council

PROJECT NUMBER (example: PW-12-001)

PW = Department responsible for the project.

12 = Fiscal year project is proposed to be funded.

01 – Consecutive project number within the Department.

SUMMARY

The CIP is a planning and scheduling document. It does not represent authorization to expend Town funds. It does provide an orderly implementation of proposed short and long range plans for land acquisition and construction. Each project must be individually authorized for implementation. The impact of FY12 capital projects on the Town of Warrenton General Fund is \$286,000. The impact of FY12 capital projects on the Town of Warrenton Utilities Fund is \$775,000. The CIP is an annual process and requires close review by both the Planning Commission and the Town Council.

Pages 5 – 11 are reserved for additional non-CIP background information.

FY2012-17 CAPITAL IMPROVEMENT PROGRAM

SUMMARY

Department	Prior Authorization	11-12	12-13	13-14	14-15	15-16	17 and Beyond	TOTAL
								COST
Public Utilities Department	775,000	1,831,000	747,880	1,425,000	1,596,000	3,806,000	\$10,180,880	
Public Works Department	286,000	583,000	642,125	715,300	475,000	3,750,000	\$6,451,425	
Police Department	75,836	53,404	\$0	\$0	\$0	\$0	\$129,240	
Parks & Recreation	8500	85,000	\$0	50,000	\$0	\$0	\$143,500	
Total	\$1,145,336	\$2,552,404	\$1,390,005	\$2,190,300	\$2,071,000	\$7,556,000	\$16,905,045	

FY2012-17 CAPITAL IMPROVEMENT PROGRAM

ESTIMATED TOTAL PROJECT COST BY DEPARTMENT

PROJECT #	DEPT.	PROJECT TITLE	2011-12	2012-13	2013-14	2014-15	2015-16	17 and Beyond	TOTAL COST
D-12-001	Utilities	Belt Press - WWTP	180,000						\$180,000
D-12-002	Utilities	Sewer Rehab	225,000						\$225,000
D-12-003	Utilities	Wells 3 & 4 Rehab	240,000	196,000					\$436,000
D-12-004	Utilities	Improve WWTP Hydraulics	55,000						\$55,000
D-12-005	Utilities	Backhoe Replacement	75,000						\$75,000
D-13-001	Utilities	Second Trickling Filter		950,000					\$950,000
D-13-002	Utilities	Rady Park Pump Station		550,000					\$550,000
D-13-003	Utilities	Blackwell Road Waterline Extension		135,000					\$135,000
D-14-001	Utilities	Mountain Tank Waterline Replacement			195,600				\$195,600
D-14-002	Utilities	Extension of Waterline -Old Meetze Road			169,280				\$169,280
D-14-003	Utilities	Taylor Middle School PS Upgrade			358,000				\$358,000
D-14-004	Utilities	Vehicle Replacement - WTP			25,000				\$25,000
D-15-001	Utilities	Storage Tank/Clearwell, 1 million gallons				1,400,000			\$1,400,000
D-15-002	Utilities	Vehicle Replacement - WWTP				25,000			\$25,000
D-16-001	Utilities	WTP Physical Plant Expansion					396,000		\$396,000
D-16-002	Utilities	Secondary Digester/Solids Holding Tanks					1,200,000		\$1,200,000
D-17-001	Utilities	Cedar Run Pump Station - Phase 2						850,000	\$850,000
D-17-002	Utilities	Warrenton Reservoir Dam Improvements						2,000,000	\$2,000,000
D-17-003	Utilities	Reliability Measures, WTP						956,000	\$956,000
Total			\$775,000	\$1,831,000	\$747,880	\$1,425,000	\$1,596,000	\$3,806,000	\$10,180,880

FY2012-17 CAPITAL IMPROVEMENT PROGRAM

ESTIMATED TOTAL PROJECT COST BY DEPARTMENT

PROJECT #	DEPT.	PROJECT TITLE	2011-12	2012-13	2013-14	2014-15	2015-16	17 and Beyond	TOTAL COST
PW-12-001	Public Works	Rehab Parking Lots B & C	43,000						\$43,000
PW-12-002	Public Works	Backhoe Replacement	150,000						\$150,000
PW-12-003	Public Works	Pickup Truck Replacements (2)	48,000						\$48,000
PW-12-004	Public Works	Upgrades to Town Buildings	45,000						\$45,000
PW-13-001	Public Works	Revenue Sharing - Mast Arms		260,000					\$260,000
PW-13-002	Public Works	Refuse Truck Replacement		160,000					\$160,000
PW-13-003	Public Works	Rehab Parking Lot E		56,000					\$56,000
PW-13-004	Public Works	Drainage Upgd. Sullivan/Brdvw		30,000	225,000				\$255,000
PW-13-005	Public Works	Fuel Island Cover - PW Shop		16,000					\$16,000
PW-13-006	Public Works	Mini Excavator		26,000					\$26,000
PW-13-007	Public Works	Records Storage Building		35,000					\$35,000
PW-14-001	Public Works	Dump Truck Replacement			95,000				\$95,000
PW-14-002	Public Works	E. Shirley/Madison St. Drainage			172,125				\$172,125
PW-14-003	Public Works	Repl. Farm Tractor/Arm Mower			65,000				\$65,000
PW-14-004	Public Works	Upgd./Repair Lee Hwy. Culvert			85,000				\$85,000
PW-15-001	Public Works	Refuse Truck				150,000			\$150,000
PW-15-002	Public Works	Old Town Side Street Rehab.				309,800			\$309,800
PW-15-003	Public Works	East Street Drainage				255,500			\$255,500
PW-16-001	Public Works	Traffic Signal Falmouth/Shirley					300,000		\$300,000
PW-16-002	Public Works	Paving - Benner & Boundary					65,000		\$65,000
PW-16-003	Public Works	Dump Truck Replacement					85,000		\$85,000
PW-16-004	Public Works	Pickup Crew Cab Replacement					25,000		\$25,000
PW-17-001	Public Works	Connector Road 211/Rec Ctr.						400,000	\$400,000
PW-17-002	Public Works	Parking Deck						3,350,000	\$3,350,000
Total			\$286,000	\$583,000	\$642,125	\$715,300	\$475,000	\$3,750,000	\$6,451,425

TOWN OF WARRENTON
 FY2012-17 CAPITAL IMPROVEMENT PROGRAM
 ESTIMATED TOTAL PROJECT COST BY DEPARTMENT

PROJECT #	DEPT.	PROJECT TITLE	2011-12	2012-13	2013-14	2014-15	2015-16	17 and Beyond	TOTAL COST
PD-12-001	PD	Police Cruiser Replacements	\$75,836						\$75,836
PD-13-001	PD	Police Cruiser Replacements		53,404					\$53,404
Total			\$75,836	\$53,404	\$0	\$0	\$0	\$0	\$129,240

FY2012-17 CAPITAL IMPROVEMENT PROGRAM

ESTIMATED TOTAL PROJECT COST BY DEPARTMENT

PROJECT #	DEPT.	PROJECT TITLE	2011-12	2012-13	2013-14	2014-15	2015-16	17 and Beyond	TOTAL COST
PR-12-001	P&R	Skate Park Enhancements	\$8,500	\$50,000					\$58,500
PR-12-002	P&R	Parking, Landscaping & Trails		\$35,000					\$35,000
PR-15-001	P&R	Fitness Equipment Replacement				\$50,000			\$50,000
Total			\$8,500	\$85,000	\$0	\$50,000	\$0	\$0	\$143,500

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number: UD-12-001	Project Title: Belt Press - WWTP	Department: Utilities					
<u>Estimated Cost:</u>	2011-12	2012-13	2013-14	2014-15	2015-16	2017 and Beyond	Total
Prior Authorization							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction	\$180,000						\$180,000
TOTAL	\$180,000	\$0	\$0	\$0	\$0	\$0	\$180,000
<u>Funding Sources:</u>							
General Fund							\$0
Enterprise Fund							\$0
Other (Utilities Revenue)	\$180,000						\$180,000
Other (Utilities Reserves)							
TOTAL	\$180,000	\$0	\$0	\$0	\$0	\$0	\$180,000

**TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2012-2017**

Project Description:

Replace existing belt press at the Sewage Treatment Plant with a dewatering system that will increase the percent solids and keep pace with solids removal as the plant capacity reaches 2.5 mgd. The new press will be capable of 100 gallons per minute as compared to the existing press capacity of only 40 gallons per minute.

Replacement 1 meter press	=	175,000
Polymer mixer and feed system	=	35,000
Modifications to building	=	35,000
Removal of Old Press and new installation	=	30,000
Contingency	=	25,000
TOTAL		\$300,000

FY2012 funding is to supplement the prior \$150,000 programmed and reserved from FY2010.

Project Justification:

The belt press at the Sewage Treatment Plant has been in continuous operation since 1988. With the completed BNR upgrade requiring more stringent treatment, sludge generation has increased. We will need to retire the Parkson 2 meter belt press and replace it with a dewatering system that will increase the percent solids. Increasing the percent solids in the sludge will eliminate needing to find room for and building additional sludge storage space.

In 2010, staff investigated a number of different equipment and technologies. It was determined that a 1 meter press with current technology can achieve the required 100 gallons per minute and an acceptable percent solids.

\$150,000 Reserve funding is provided from FY2010 carryover.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number: UD-12-002	Project Title: Rehab/Replace Sewer	Department: Utilities					
<u>Estimated Cost:</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2017 and Beyond</u>	<u>Total</u>
Prior Authorization							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction	\$225,000						\$225,000
	\$225,000	\$0	\$0	\$0	\$0	\$0	\$225,000
<u>Funding Sources:</u>							
General Fund							\$0
Enterprise Fund							\$0
Other (Utilities Revenue)	225,000						\$225,000
TOTAL	\$225,000	\$0	\$0	\$0	\$0	\$0	\$225,000

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2012-2017

Project Description:

Rehabilitation/Replacement of sanitary sewer to combat infiltration and inflow (I&I) in the Frazier Road basin. Work will be a combination of line replacement, relining and point repairs to better seal the system. Work will concentrate on areas identified by previous limited studies and follow-up investigations by Town staff.

Project Justification:

The 2009 update to the 2002 Water & Sewer Utility Master Plan again identified approximately 800,000 gallons per day of inflow and infiltration experienced. The I&I represents a loss of 32% of treatment plant capacity to a non-revenue element and pushed the current connection commitment of the town to 96% at build out in 2020. The rehabilitation of the lines and lateral connections seal the sections from extraneous water, thus regaining capacity and providing a larger reserve cushion. The secondary benefit to the relining of pipes is to extend their usable life an additional 25 years. Over 45 percent of the town's sewer system is over 50 years old and built of materials that are becoming more and more susceptible to decay/failure under the continuous harsh water stream environment.

This is a follow-up on the work in 2010 in the Cedar Run drainage basin.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number: UD-12-003	Project Title: Rehab - Well #3 & Well #4					Department: Utilities	
<u>Estimated Cost:</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2017 and Beyond</u>	<u>Total</u>
Prior Authorization							
Land Acquisition							\$0
Architecture/Engineering	240,000	196,000					\$436,000
Construction							\$0
TOTAL	\$240,000	\$196,000	\$0	\$0	\$0	\$0	\$436,000
 <u>Funding Sources:</u>							
General Fund							\$0
Enterprise Fund							\$0
Other (Utilities Revenue)	240,000	\$196,000					\$436,000
TOTAL	\$240,000	\$196,000	\$0	\$0	\$0	\$0	\$436,000

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2012-2017

Project Description:

Project includes the installation of new pumps and treatment processes to meet Virginia Department of Health Drinking Water Standards. Existing well houses may need to be demolished and replaced to house the new treatment systems.

Project Justification:

The existing wells cannot be used in their current condition to meet current standard well criteria by VDH. Preliminary testing was conducted in 2009 with more extensive VDH required testing in 2010. Results of all testing has been promising with all indications that the wells can be brought back into service economically. The added production resources equates to Warrenton Reservoir Dam being raised three (3) feet.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number: UD-12-004	Project Title: Improve Plant Hydraulics & Primary PS					Department: Utilities	
<u>Estimated Cost:</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2017 and Beyond</u>	<u>Total</u>
Prior Authorization							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction	\$55,000						\$55,000
T	\$55,000	\$0	\$0	\$0	\$0	\$0	\$55,000
<u>Funding Sources:</u>							
General Fund							\$0
Enterprise Fund							\$0
Other (Utilities Revenue)	\$55,000						\$55,000
TOTAL	\$55,000	\$0	\$0	\$0	\$0	\$0	\$55,000

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2012-2017

Project Description:

Project consists of the upgrade of the plant's current intermediate pump station and upsizing of several critical conveyance pipes within the plant (between the headworks and the secondary pumping station) to increase the hydraulic capacity of the plant from the current 5 mgd to over 7.5 mgd. Included in the project is replacement and upgrading of piping ranging from 14-30 inches in diameter. The upgrade of the pump station will consist of replacing the existing pumps with ones that will be able to handle a minimum of 5,000 gpm and preferably 5,000 gpm plus.

Project Justification:

The current plant hydraulic capacity has only a factor of 2 capacity above the permit limit of 2.5 mgd (2.2.5 mgd = 5.0 mgd). As the plant reaches its permit design capacity, a hydraulic factor of 3 for a total hydraulic capacity of 7.5 mgd will enable the plant to handle the most extreme weather conditions without a sewage overflow at the plant. During 2008, the plant experienced a brief period of over 6 mgd flow and an overflow reported to DEQ.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number: UD-12-006	Project Title: Backhoe Replacement					Department: Utilities	
<u>Estimated Cost:</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2017 and Beyond</u>	<u>Total</u>
Prior Authorization							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction	\$75,000						\$75,000
TOTAL	\$75,000	\$0	\$0	\$0	\$0	\$0	\$75,000
Funding Sources:							
General Fund							\$0
Enterprise Fund							\$0
Other (Utilities Revenue)	75,000						\$75,000
TOTAL	\$75,000	\$0	\$0	\$0	\$0	\$0	\$75,000

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2012-2017

Project Description: Replacement of the Public Utilities #35 1988 John Deer Backhoe with a new 4WD industrial 120 hp model.
Utility cost share for town purchase of 120 hp backhoe. This is a joint purchase with Public Works.

Project Justification: This is a replacement for a 20+ year old piece of equipment that is under powered and too small for many of the concrete manhole bases and riser structures for the sewer system. With the development of the last more geographically difficult remaining properties in the town and outlying county, the maintenance needs require deeper digging and lift capabilities to replace failing and deteriorated structures and lines that are beyond the capability of the existing and aging equipment.
With Public Works needing a replacement backhoe, the size of the equipment is being increased beyond their needs in order to supplement the heavier lifting required by the Utility Department.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number: UD-13-001	Project Title: Second Trickling Filter					Department: Utilities	
<u>Estimated Cost:</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2017 and Beyond</u>	<u>Total</u>
Prior Authorization							
Land Acquisition						\$0	
Architecture/Engineering						\$0	
Construction		\$950,000					\$950,000
	\$0	\$950,000	\$0	\$0	\$0	\$0	\$950,000
<u>Funding Sources:</u>							
General Fund							\$0
Enterprise Fund							\$0
Other (Utilities Revenue)		950,000					\$950,000
TOTAL	\$0	\$950,000	\$0	\$0	\$0	\$0	\$950,000

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2012-2017

Project Description:

Construction of a secondary trickling filter at the Wastewater Treatment Plant. Depending on the filter footprint requirements, the filter will be a conventional round (approximately 100' in diameter) or possibly a vertical filter to reduce the footprint area.

Project Justification:

As the treatment plant has been upgraded to meet the more stringent nitrogen discharge limits, it is imperative that the treatment process not be interrupted. The second trickling filter is needed to ensure 24-hour conversion of ammonia to nitrate. The denitrification system will not be able to remove the nitrogen from the wastewater unless it is first converted to nitrate. In this case, the plant cannot afford for the primary trickling filter to be out of service for any more than a minimal amount of time without a permit violation. As the existing filter continues to age, we will need to replace its seals. This will require it to be taken off line for an extended period of time, thus the need for a backup system to prevent a discharge violation.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number: UD-13-002	Project Title: Rady Park Pump Station	Department: Utilities					
<u>Estimated Cost:</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2017 and Beyond</u>	<u>Total</u>
Prior Authorization							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction		\$550,000					\$550,000
	\$0	\$550,000	\$0	\$0	\$0	\$0	\$550,000
<u>Funding Sources:</u>							
General Fund							\$0
Enterprise Fund							\$0
Other (Utilities Revenue)		\$550,000					\$550,000
TOTAL	\$0	\$550,000	\$0	\$0	\$0	\$0	\$550,000

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2012-2017

Project Description: Upgrade of the Rady Park Pump Station with architectural features to compliment the park setting (brick/stone veneer) and a gable roof.

Package Pump Station with Backup Generator	=	\$500,000
10% Contingency	+	\$50,000
Total	=	\$550,000

Project Justification: The existing pump station was built in 1965 to serve approximately thirty-five homes on the northwestern portion of the Town with the original capacity of 100 gallons per minute. With the completion of the Gold Cup and Silver Cup developments and the still pending Fletcherville addition, the pump station needs to be upgraded to increase capacity and reliability.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number: UD-13-003	Project Title: Blackwell Road Waterline Extension					Department: Utilities	
<u>Estimated Cost:</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2017 and Beyond</u>	<u>Total</u>
Prior Authorization							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction		\$135,000					\$135,000
	\$0	\$135,000	\$0	\$0	\$0	\$0	\$135,000
<u>Funding Sources:</u>							
General Fund							\$0
Enterprise Fund							\$0
Other (Utilities Revenue)		\$135,000					\$135,000
TOTAL	\$0	\$135,000	\$0	\$0	\$0	\$0	\$135,000

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Description:

This is the second phase of work extending a 12-inch ductile iron pipe water line from the Water Treatment Plant along Blackwell Road to the Town's existing water line on Dinwiddle Court in Warrenton Lakes.

2500 lf @ \$100	=	\$250,000
4 fire hydrants @1500	=	\$6,000
Stream Crossing	=	\$15,000
(Environmental Issues)		
Pavement Restoration	=	\$7,000
Clearing of Easement	=	\$5,500
Rock excavation	=	\$10,000
Restoration of fences (r/w, etc.)	=	\$5,000
20% Contingency	=	\$59,700
Total	=	\$358,200

The work was programmed over two (2) years with the first phase programmed in 2010/2011. The budget amount of \$135,000 represents the remaining work to complete.

Project Justification:

This would loop the water supply to the Warrenton Lakes Subdivision. A looped system improves water quality and reliability. Presently, Warrenton Lakes has only one supply feed from the Town's water supply network. The present well only supplies a minor portion of the water supply. With a looped system, water service would continue to be provided in case of an emergency break on the main service line. The present single water line into Warrenton Lakes is the only conduit for supply and pressure relief for Warrenton Lakes and when shut off, isolates the area from the Town's two water tanks for relief points from pressure spikes. With a main break on Lee Highway, Warrenton Lakes residents experience severe low pressure problems and possible complete loss of water service to some customers. Warrenton Lakes represents 15% of the Town's water customers. Well #6 in the Warrenton Lakes area is a low production well providing only 12% of the water demand of the subdivision.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

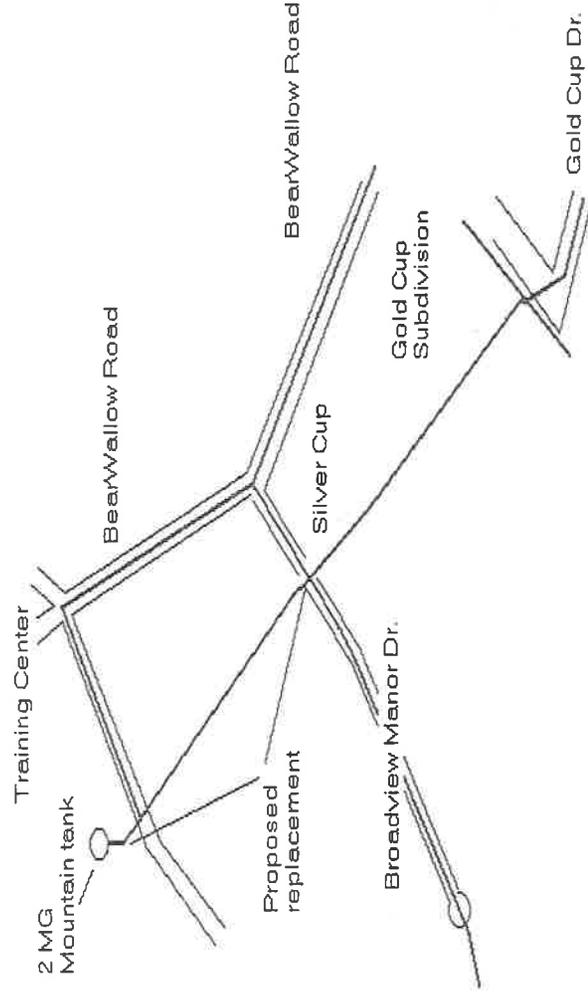
Project Number: UD-14-001	Project Title: Mountain Tank Waterline Replacement	Department: Utilities					
<u>Estimated Cost:</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2017 and Beyond</u>	<u>Total</u>
Prior Authorization							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction			\$195,600				\$195,600
L	\$0	\$0	\$195,600	\$0	\$0	\$0	\$195,600
<u>Funding Sources:</u>							
General Fund							\$0
Enterprise Fund							\$0
Other (Utilities Revenue)			\$195,600				\$195,600
TOTAL	\$0	\$0	\$195,600	\$0	\$0	\$0	\$195,600

**TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2012-2017**

Project Description: Replacement of 1,728 feet of 8-inch cast iron water line from the Town's Mountain Storage Tank to Silver Cup Development.

1,728 lf @ \$85/lf	=	\$147,000
Lawn restorations	=	\$8,500
Pavement Repairs	=	<u>\$7,500</u>
	=	\$163,000
15% Contingency	+	<u>\$32,600</u>
Total	=	\$195,600

Project Justification: Present waterline is outdated cast iron pipe, which has averaged a break every two to three years. Waterline is to be replaced with new ductile iron pipe, which is more reliable and has a longer life. This line is the major feed line from the 2 MG mountain tank. The construction of the Gold Cup and Silver Cup developments have replaced 1,827 feet of the original 4,318 feet of the line at the developer's expense. An additional 772 feet was replaced by Town staff in coordination with the Huntsman Ridge Development. This project will complete the replacement from the tank to Gold Cup Drive into Town, adding reliability to the water system from the mountain tank to the western area of Town.



TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

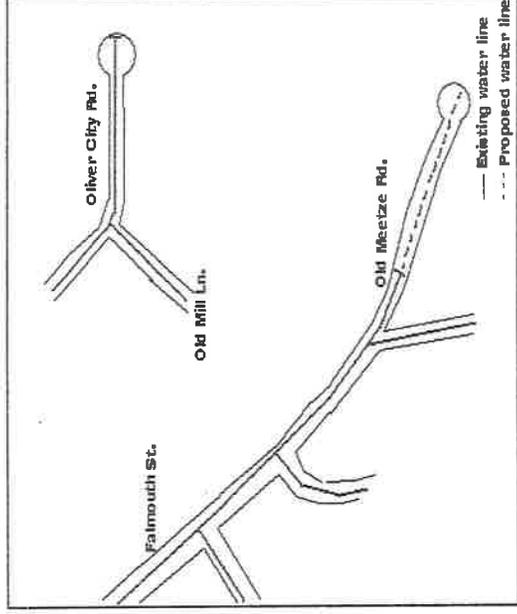
Project Number: UD-14-002	Project Title: Extension of Waterline - Old Meetze Road					Department: Utilities	
<u>Estimated Cost:</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2017 and Beyond</u>	<u>Total</u>
Prior Authorization							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction			\$169,280				\$169,280
L	\$0	\$0	\$169,280	\$0	\$0	\$0	\$169,280
<u>Funding Sources:</u>							
General Fund							\$0
Enterprise Fund							\$0
Other (Utilities Revenues)			\$169,280				\$169,280
TOTAL	\$0	\$0	\$169,280	\$0	\$0	\$0	\$169,280

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Description: Install approximately 1,600 feet of 8-inch water line along Old Meetze Road from the termination of the existing line to the end of the cul-de-sac.

1,600 lf @ \$70	=	\$112,000
7 services @\$1,000	=	\$7,000
3 Fire Hydrants	=	\$3,000
Pavement repair - 720/sy @ \$35/sy	=	\$25,200
15% Contingency	=	\$147,200
	+	<u>22,080</u>
Total	=	\$169,280

Project Justification: The installation of the line will provide water service to a portion of the Town that was brought into Town under the 1992 boundary line adjustment. The line will also serve as a loop for a future line to be installed by the developer of the Hanback property with the Monroe Estates project. Currently, there is no water or sewer service to this area and under drought conditions residents' wells and drainfields are subject to failure. There have been several discussions with residents in this area regarding this project during the past year.



TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number: UD-14-003	Project Title: Taylor Middle School Pump Station Upgrade					Department: Utilities	
<u>Estimated Cost:</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2017 and Beyond</u>	<u>Total</u>
Prior Authorization							
Land Acquisition							\$0
Architecture/Engineering			\$35,000				\$35,000
Construction			\$323,000				\$323,000
	\$0	\$0	\$358,000	\$0	\$0	\$0	\$358,000
<u>Funding Sources:</u>							
General Fund							\$0
Enterprise Fund							\$0
Other (Utilities Revenue)			\$358,000				\$358,000
TOTAL	\$0	\$0	\$358,000	\$0	\$0	\$0	\$358,000

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Description:

Replacement and upgrade of the two existing wet pit suspended pumps to horizontal centrifical pumps which will be configured in series instead of the current parallel operating mode. New pump style requires modification within the building and the addition of a comminutor to remove large debris prior to pumping.

Engineering	=	\$35,000
Demolition of existing pumps & Piping	=	\$10,000
2 New pumps @\$30,000/ea.	=	\$60,000
New Piping	=	\$30,000
Renovations to Building	=	\$15,000
Bypass pumping	=	\$15,000
Comminutor w/Dumpster, etc.	=	<u>\$50,000</u>
	=	\$215,000
20% Contingency	+	<u>\$43,000</u>
Total	=	\$358,000

Project Justification:

The current pumps are suspended into the sewage wetwell with sleeve bearings constantly submerged in sewage. This situation causes the bearings to fail and the pumps to be rebuilt every three to four years. The current parallel configuration does not increase the total capacity of the station which is 326 gpm whether one pump is running or both due to the head loss (friction) of the configuration. The new pumps will be out of the sewage with a suction line into the wetwell, thus the major pump elements are not constantly exposed to sewage. The series configuration overcomes the high head losses, thus increasing the station capacity to 550-600 gpm. The new pumps and configuration are more maintenance friendly allowing staff to perform more maintenance which currently requires contractors with special lift equipment. The Taylor Pump Station was originally constructed in the 1960's.

There is a manual bar screen which has on at least two occasions contributed to a station overflow requiring Department of Environmental Quality notification. The bar screen needs to be phased out and a comminutor added. A comminutor grinds incoming debris and allows it to pass through the pumps and on to the wastewater treatment plant, where subsequent removal takes place at the headworks.

The force main was replaced and upgraded to ductile iron pipe in 2009.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number: UD-14-004	Project Title: Vehicle Replacement - WTP	Department: Utilities					
<u>Estimated Cost:</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2017 and Beyond</u>	<u>Total</u>
Prior Authorization							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction			\$25,000				\$25,000
L	\$0	\$0	\$25,000	\$0	\$0	\$0	\$25,000
<u>Funding Sources:</u>							
General Fund							\$0
Enterprise Fund							\$0
Other (Utilities Revenue)			\$25,000				\$25,000
TOTAL	\$0	\$0	\$25,000	\$0	\$0	\$0	\$25,000

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2012-2017

Project Description: Placeholder for replacement of one of the WTP pickup trucks.

Project Justification: The actual replacement of the vehicle will be contingent on the condition and mileage of the vehicle in October 2013. Mileage, repair records and general condition will be evaluated prior to actual purchase.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number: UD-15-001	Project Title: Storage Tank/Clearwell, 1 million gallons	Department: Utilities						
<u>Estimated Cost:</u>		<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2017 and Beyond</u>	<u>Total</u>
Prior Authorization								
Land Acquisition							\$0	
Architecture/Engineering					\$120,000			\$120,000
Construction					\$1,280,000			\$1,280,000
L		\$0	\$0	\$0	\$1,400,000	\$0	\$0	\$1,400,000
<u>Funding Sources:</u>								
General Fund								\$0
Enterprise Fund								\$0
Other (Utilities Revenue)					\$1,400,000			\$1,400,000
TOTAL		\$0	\$0	\$0	\$1,400,000	\$0	\$0	\$1,400,000

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2012-2017

Project Description: Install a one million gallon combination clearwell/storage tank. The tank will be constructed on the Water Plant site and aid in the treatment process and provide additional storage.

Engineering	\$120,000
Construction	<u>\$1,280,000</u>
Total	\$1,400,000

Project Justification: The chlorine contact time needs to be increased to meet the DEQ requirement at full plant operating capacity. The increased clearwell size will allow greater storage capacity for fire reserve as well as peak demand times. A larger clearwell will be used in lieu of an additional storage tank.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number: UD-15-002	Project Title: Vehicle Replacement - WWTP	Department: Utilities					
Estimated Cost:	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2017 and Beyond</u>	<u>Total</u>
Prior Authorization							
Land Acquisition						\$0	
Architecture/Engineering						\$0	
Construction				\$25,000			\$25,000
	\$0	\$0	\$0	\$25,000	\$0	\$0	\$25,000
Funding Sources:							
General Fund							\$0
Enterprise Fund							\$0
Other (Utilities Revenue)				\$25,000			\$25,000
TOTAL	\$0	\$0	\$0	\$25,000	\$0	\$0	\$25,000

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2012-2017

Project Description: Placeholder for replacement of one of the WWTP pickup trucks

Project Justification: The actual replacement of the vehicle will be contingent on the condition and mileage of the vehicle in October 2014. Mileage, repair records and general condition will be evaluated prior to actual purchase.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number: UD-16-001	Project Title: WTP Physical Plant Expansion					Department: Utilities	
<u>Estimated Cost:</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2017 and Beyond</u>	<u>Total</u>
Prior Authorization							
Land Acquisition							\$0
Architecture/Engineering					\$30,000		\$30,000
Construction					\$366,000		\$366,000
L	\$0	\$0	\$0	\$0	\$396,000	\$0	\$396,000
<u>Funding Sources:</u>							
General Fund							\$0
Enterprise Fund							\$0
Other (Utilities Revenue)					\$396,000		\$396,000
TOTAL	\$0	\$0	\$0	\$0	\$396,000	\$0	\$396,000

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2012-2017

Project Description:

Addition of 1,500 square feet to the main water plant building to accommodate an expanded laboratory area for the additional testing and monitoring equipment associated with the plant capacity upgrades, an eating/break area for employees of the plant and meter department and additional administrative and storage areas for the plant operational and meter staffs.

1,500 s.f. @ \$200/s.f.	\$300,000
Engineering & Design	\$30,000
20% Contingency	<u>\$66,000</u>
Total	\$396,000

Project Justification:

With the increased capacity through the production upgrades in FY06 and FY09, the physical main plant building needs to be expanded to accommodate the additional staffing to meet the full capacity demands projected for 2016 with build out of commitments in the service area. An additional and dedicated laboratory testing area and a dedicated breakroom for employees is needed. The current lab is cramped and doubles as a break area/lunch room. The addition will also accommodate the meter section which is currently operating out of a temporary trailer arrangement adjacent to the main building.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number: UD-16-002	Project Title: Secondary Digester/Solids Holding Tanks					Department: Utilities	
<u>Estimated Cost:</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2017 and Beyond</u>	<u>Total</u>
Prior Authorization							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction					\$1,200,000		\$1,200,000
L	\$0	\$0	\$0	\$0	\$1,200,000	\$0	\$1,200,000
<u>Funding Sources:</u>							
General Fund							\$0
Enterprise Fund							\$0
Other (Utilities Revenue)					\$1,200,000		\$1,200,000
TOTAL	\$0	\$0	\$0	\$0	\$1,200,000	\$0	\$1,200,000

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2012-2017

Project Description:

Construction of a second 150,000-200,000 gallon sludge holding tank to allow the current secondary digester to be used as a digester. In addition to the new holding tank, the existing tank will need to be upgraded with mixing, heating and other necessary retrofits to fully function as a digester.

Project Justification:

Thickened sludge is currently digested/stabilized in the existing Anaerobic Digester No. 1. Digester No. 2 is used for sludge holding and no mixing and heating is provided. The solids concentration in #1 is typically 1-2.5%. The digesters require adequate capacity to meet the sludge stabilization requirements (EPA Part 503), i.e. solids retention time (SRT) of 15 days and a volatile solids reduction of 38% or greater. At the projected sludge quantities and typical volatile solids loading rates when the plant approaches 2.2 - 2.5 mgd, it is anticipated that Digester No. 2 will need to be in service to meet the sludge stabilization requirements. Therefore, upgrades including mixing, heating and other necessary retrofit are required for Digester No. 2 along with a new sludge holding tank.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number: UD-17-001	Project Title: Cedar Run Basin Pump Station - Phase 2					Department: Utilities	
<u>Estimated Cost:</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2017 and Beyond</u>	<u>Total</u>
Prior Authorization							
Land Acquisition							\$0
Architecture/Engineering					850,000		\$850,000
Construction							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$850,000	\$850,000
<u>ing Sources:</u>							
General Fund							\$0
Enterprise Fund							\$0
Other (Utilities Revenue)						\$850,000	\$850,000
TOTAL	\$0	\$0	\$0	\$0	\$0	\$850,000	\$850,000

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Description:

This project involves the construction of a new pump station on the site of a previous station along Lee Highway. The station will be constructed with an ultimate capacity of 3.0 million gallons per day (mgd) with architectural features compatible with the surrounding businesses (brick/stone exterior with a gabled roof). The station will have a design capacity of 2 million gallons per day. Also included is the expansion of the Town's overflow lagoon to accommodate the increased station capacity, from 2.0 mgd (Phase 1) to 3.0 mgd in Phase 2, in compliance with the Occoquan Basin regulations. The project was originally identified in a future needs analysis by the Town's consulting firm, Hayes, Seay, Mattern and Mattern, Inc. in 1991. The project concept and initial engineering as outlined, was updated by Whitman, Requardt and Associates in 2007/2001. The project has been designed, but not approved by VDH.

Engineering Design	=	\$0
Pump Station Construction	=	\$678,333
Overflow basin expansion	=	<u>\$30,000</u>
		\$708,333
20% Contingency	+	<u>\$141,667</u>
Total	=	\$850,000

Project Justification:

This project has been in the Capital Improvements Program since the early 1990's. The slow growth of the mid to late decade did not trigger a need for the upgrade and the project was primarily a placeholder in the budget.

The growth which occurred between 2002-2006 necessitated the construction of the first phase, increasing the station capacity from 1.3 mgd to 2.0 mgd. This second phase will increase the system capacity to 3.0 mgd. Approximately 80% of the current and near future development in the Town and in the areas of the County approved for sewer service feed the existing Cedar Run Pump Station. To meet this growth and the projected growth, the Cedar Run basin system is projected to be upgraded. Peak storm flows are being held in check through the efforts of the Phase 1 project, but once the recession ends, it may push the station beyond its design capacity and the sewer regulation required storm/surcharge peaking factor of 2.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number: UD-17-002	Project Title: Warrenton Reservoir Dam Improvements					Department: Utilities	
<u>Estimated Cost:</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2017 and Beyond</u>	<u>Total</u>
Prior Authorization							
Land Acquisition							\$0
Architecture/Engineering/Studies							\$0
Construction					\$2,000,000		\$2,000,000
L	\$0	\$0	\$0	\$0	\$0	\$2,000,000	\$2,000,000
<u>Funding Sources:</u>							
General Fund							\$0
Enterprise Fund							\$0
Other (Utilities Revenue)					\$2,000,000		\$2,000,000
TOTAL	\$0	\$0	\$0	\$0	\$0	\$2,000,000	\$2,000,000

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2012-2017

Project Description:

Install a permanent or blatter extension to the Warrenton Reservoir Dam, increasing the height from 3-5 feet to provide additional storage capacity of 50 to 80 million gallons and emergency spillway upgrade.

Encroachment mitigation	\$100,000
Dam construction	\$1,650,000
Design, Engineering and Environmental Impact Study	<u>\$250,000</u>
Total	\$2,000,000

Considerable study is needed to comply with environmental impact and mitigation. A downstream inundation study from a potential break was being conducted in FY08, resulting in maintaining the current Class 2 classification.

Project Justification:

The increase in the dam height will provide an additional 50 to 80 million gallons of water reserve for the Town of Warrenton. Based on Virginia Department of Health reservoir safe yield calculations, this increase equates to an additional 250,000 to 400,000 gallons per day reserve for the Town to preclude potentially drastic restrictions on the consumers as current assets approach capacity in 2016 as predicted in the 2002 Master Water Sewer Capacity Study, updated in 2006 & 2009, performed by Whitman Requardt and Associates. Based on statewide experiences of drought conditions during the period of 1998 to 2002, it is anticipated that Health Department criteria for safe yield calculations will become more conservative with the result being reductions in safe yields based on updated drought of record data.

Future dam safety criteria may cause the structure to be reclassified as Class 1, which potentially could increase the cost.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number: UD-17-003	Project Title: Reliability Measures, WTP	Department: Utilities					
<u>Estimated Cost:</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2017 and Beyond</u>	<u>Total</u>
Prior Authorization							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction						\$956,000	\$956,000
.L	\$0	\$0	\$0	\$0	\$0	\$956,000	\$956,000
<u>Funding Sources:</u>							
General Fund							\$0
Enterprise Fund							\$0
Other (Utilities Revenue)						\$956,000	\$956,000
TOTAL	\$0	\$0	\$0	\$0	\$0	\$956,000	\$956,000

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Description:

Long term reliability and operational improvements to the Water Treatment Plant during the time period of 2015 to 2020. Improvements are beyond the previously programmed Phase I & II Pilot Program improvements to increase capacity and consist of the following:

Raw Water Intake: Replace 6" Intake valve with 12"	\$20,000
Rapid Mixing: Obtain standby mixer	\$20,000
Flocculation basins: Provide VFD for second unit, add baffles	\$100,000
Filters: Provide electric rate control valves	\$150,000
Filters: Replace hydraulic valves with electric valves	\$200,000
Instrumentation: Replace pulse type transmitters	\$40,000
Potassium Permanganate Upgrades	\$20,000
Lime System: Replace feeder and miscellaneous	\$100,000
Coagulant Feed System: Miscellaneous upgrades	\$60,000
Soda Ash System: Replace with Caustic Soda system	\$160,000
Fluoride System: Miscellaneous upgrades	\$30,000
Cleanwell: Add baffles to minimize short-circuiting and improve disinfection performance	<u>\$56,000</u>
TOTAL	\$956,000

Project Justification:

These improvements to the Water Treatment Plant were identified during the Pilot Program Capacity Upgrade Study performed by Whitman Requardt & Associates in 2002. With the plant capacity increased from the current 2.0 mgd to 3.4 mgd at the completion of the Phase II Capacity Upgrade, this project addresses long-term reliability and operations improvements during the 2015-2020 timeframe and extends the plant operational life to beyond 2020.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number:	PW-12-001	Project Title:	Rehab. Parking Lots B & C					Department:	Public Works
<u>Estimated Cost:</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2017 and Beyond</u>	<u>Total</u>		
Land Acquisition							\$0		
Architecture/Engineering							\$0		
Construction	\$43,000						\$43,000		
AL	\$43,000	\$0	\$0	\$0	\$0	\$0	\$43,000		
<u>Funding Sources:</u>									
General Fund	\$43,000						\$43,000		
Enterprise Fund									
TOTAL	\$43,000	\$0	\$0	\$0	\$0	\$0	\$43,000		

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2012-2017

Project Description:

Asphalt resurfacing, striping and replacement of deteriorated curbing in municipal parking lots F and D.

Estimated Cost:	Milling and Asphalt Overlay:	\$38,000.00
	Replacement of Curbing:	<u>\$5,000.00</u>
Total		\$43,000.00

Project Justification:

Both parking lots are in a rapidly deteriorating condition with pavement failures and damaged/missing curbing. The pavement in the lots is over twenty (20) years old and is a patchwork of repairs. This project is the second phase of an overall program to rehab the parking lots in the Old Town area of the town. In addition, the project will address ADA identified in the Town's 2010 inspection results.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number:	PW-12-002 Project Title: Backhoe Replacement					Department: Public Works	
<u>Estimated Cost:</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2017 and Beyond</u>	<u>Total</u>
Land Acquisition							\$0
Architecture/Engineering	\$150,000						\$150,000
Construction							\$0
.L	\$150,000	\$0	\$0	\$0	\$0	\$0	\$150,000
<u>Funding Sources:</u>							
General Fund	\$150,000						\$150,000
Enterprise Fund							
TOTAL	\$150,000	\$0	\$0	\$0	\$0	\$0	\$150,000

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2012-2017

Project Description:

Replacement of the existing Public Works backhoe, which is over twenty-five (25) years old, with a 4-wheel drive 120hp model.

Project Justification:

Current piece of equipment is over twenty-five (25) years old and too small for most tasks. With the new purchase, this will be the primary backhoe for Public Works and the sixteen (16) year old JCB would be the back-up equipment for both Public Works and Public Utilities.

Over the past three years, maintenance costs have totaled over \$40,000 due to major component failures. In addition, Public Works has had to rent equipment during the major snow storms of 2009/2010 to insure reliable equipment was on hand.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number:	PW-12-003 Project Title: Pickup Truck Replacements (2)					Department: Public Works	
<u>Estimated Cost:</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2017 and Beyond</u>	<u>Total</u>
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase	\$48,000						\$48,000
	\$48,000	\$0	\$0	\$0	\$0	\$0	\$48,000
<u>Funding Sources:</u>							
General Fund	\$48,000						\$48,000
Enterprise Fund							
TOTAL	\$48,000	\$0	\$0	\$0	\$0	\$0	\$48,000

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2012-2017

Project Description:

Replacement of the following pickup trucks for the Public Works Department:

1. Truck #5018: Replace with full-sized 4WD pickup with snow plow (\$30,000).
2. Truck #5017: Replace with a compact 4WD pickup truck (\$18,000).

Project Justification:

Replace existing 4WD Chevy Pickup #5018 with 113,400 miles prior to odometer failing last year. The truck is used daily for the street department, for recycling collection and extensively for snow removal in parking lots and small roads in Old Town. The vehicle is also utilized to transport the lawn mower trailer to various sites during the mowing season. The plow is needed for continued snow removal support.

Truck #5017 is a 1990 Ford Ranger with 87,000 miles. The body is badly rusted and the transmission is slipping and will need replacement very soon.

Truck #5018 will remain in service for part-time help.

Truck #5017 will be auctioned with estimated value of \$700.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number:	PW-12-004	Project Title: Upgrades to Town Buildings	Department: Public Works				
<u>Estimated Cost:</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2017 and Beyond</u>	<u>Total</u>
Land Acquisition							\$0
Architecture/Engineering	\$45,000						\$45,000
Construction							\$0
L	\$45,000	\$0	\$0	\$0	\$0	\$0	\$45,000
<u>Funding Sources:</u>							
General Fund	\$45,000						\$45,000
Enterprise Fund							
TOTAL	\$45,000	\$0	\$0	\$0	\$0	\$0	\$45,000

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2012-2017

Project Description:

The project consists of several upgrades to Town buildings, which includes:

1. Repair and Replacement of windows and exterior trim work to Town Hall.
2. Boiler replacement at the Public Works Shop building.
3. Expansion of PD Evidence Room.
4. Design of records storage building with required climate controls.

Project Justification:

The items listed above are repairs and upgrades to Town buildings to improve energy efficiency with window work at Town Hall and a more efficient/reliable heating boiler at Public Works (over 25 years old).

The Police Department Evident Room expansion is needed to adequately preserve and secure criminal evident. The existing room is at capacity.

With the current requirements for storage of personnel records for 50 years, the Town needs additional secured storage facilities with climate controls to preserve and protect these records.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number:	PW-13-001	Project Title: Revenue Sharing - Mast Arms	Department: Public Works				
<u>Estimated Cost:</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2017 and Beyond</u>	<u>Total</u>
Land Acquisition							\$0
Architecture/Engineering		\$260,000					\$260,000
Construction							\$0
	\$0	\$260,000	\$0	\$0	\$0	\$0	\$260,000
<u>Funding Sources:</u>							
General Fund		\$260,000					\$260,000
Enterprise Fund							
TOTAL	\$0	\$260,000	\$0	\$0	\$0	\$0	\$260,000

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2012-2017

Project Description:

This project consists of converting the remaining span wire signal intersections to mast arm support systems. The intersections are:

1. Van Roijen and Frost Avenue
2. Waterloo and Shirley
3. Blackwell Road and Lee Hwy.

Estimated Cost:	Engineering and Admin.	\$5,000
	Construction (\$125,000 x 3)	<u>\$375,000</u>
	Total	\$380,000

The existing cabinets, wiring and hardware are to be reused. The primary work is the placement of the pole and arms and reinstalling wiring and equipment.

FY2011 program consisted of engineering and the conversion of the Van Roijen and Frost Avenue signal.

The FY2013 project involves the conversion of the Waterloo/Shirley and Blackwell/Lee Hwy. signals.

Project Justification:

This project is part of the VDOT Revenue Sharing Program which is a 50% cost share participation (\$190,000) to be reimbursed by VDOT. The current span wire system is subject to malfunctioning in high winds and depends on constant maintenance loop detection system to trigger cycles. The mast arm support will have the more reliable and less maintenance video camera detection system, which is not compatible with wire supported signals.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number:	Project Title: Refuse Truck Replacement					Department: Public Works		
	2011-12	2012-13	2013-14	2014-15	2015-16	2017 and Beyond	Total	
<u>Estimated Cost:</u>								
Land Acquisition							\$0	
Architecture/Engineering							\$0	
Construction		\$160,000					\$160,000	
	\$0	\$160,000	\$0	\$0	\$0	\$0	\$160,000	
<u>Funding Sources:</u>								
General Fund		\$160,000					\$160,000	
Enterprise Fund								
TOTAL	\$0	\$160,000	\$0	\$0	\$0	\$0	\$160,000	

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2012-2017

Project Description:

Purchase a new 30 yard rear load refuse collection truck. The 30 yard size is large enough that excessive trips to the dump are not required, yet small enough to maneuver in old Town. The estimated cost is \$160,000. Staff will have the truck plumbed for flipped style cans should that option be required in the future.

Project Justification:

In order to maintain a reliable fleet for its most sensitive service, a replacement cycle of 8-10 years is needed. Vehicles are in daily primary service during that period and then moved to recycling, brush and backup service. This vehicle is to replace a 2005 model that will be nine (9) years old in 2014. The existing vehicle will be relegated as a backup vehicle for recycling and backup.

The new truck will allow #29 (a 2005 model) to become the backup vehicle to replace the over twenty-five (25) year old backup recycling vehicle (#66).

Although the primary refuse collection vehicles only travel on average approximately 35-40 miles a day, it must be taken into consideration that the travel on the routes rarely involves driving above the lower transmission gears and between 750-1,000 stop/starts per day. This type of operation places unusual wear on the vehicle considering its age and mileage. The increased growth of the Town and the number of residences to be served and the associated increase in mileage to provide the service, places an added demand on the fleet and the need for reliable equipment to provide the service that is most visible to the citizens.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number:	PW-13-003	Project Title:	Rehab. Parking Lot E	Department: Public Works				
<u>Estimated Cost:</u>	2011-12	2012-13	2013-14	2014-15	2015-16	2017 and Beyond	Total	
Land Acquisition							\$0	
Architecture/Engineering							\$0	
Construction		\$56,000					\$56,000	
	\$0	\$56,000	\$0	\$0	\$0	\$0	\$56,000	
<u>Funding Sources:</u>								
General Fund		\$56,000					\$56,000	
Enterprise Fund								
TOTAL	\$0	\$56,000	\$0	\$0	\$0	\$0	\$56,000	

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2012-2017

Project Description: Asphalt resurfacing, striping and replacement of deteriorated curbing in Municipal Parking Lot E.

Estimated Cost:	Milling and Asphalt Overlay:	\$50,000.00
	Install/Replace Curbing:	<u>\$6,000.00</u>
	Total	\$56,000.00

Project Justification: Both parking lots are in a rapidly deteriorating condition with pavement failures and damaged/missing curbing. The pavement in the lots is over twenty (20) years and is a patchwork of repairs. This project is the second phase of an overall program to rehab the parking lots in the Old Town area of the town. Parking Lot E is the heaviest used lot in the commercial area.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2017

Project Number:	PW-13-004					Project Title:	Drainage Upgrade Sullivan/Broadview					Department:	Public Works		
<u>Estimated Cost:</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2017 and Beyond</u>	<u>Total</u>								
Land Acquisition						\$0	\$0						\$0		
Architecture/Engineering		\$30,000					\$30,000						\$30,000		
Construction			\$225,000				\$225,000						\$225,000		
<u>Funding Sources:</u>		\$0	\$30,000	\$225,000	\$0	\$0	\$255,000						\$255,000		
General Fund		\$30,000	\$225,000				\$255,000						\$255,000		
Enterprise Fund													\$0		
TOTAL	\$0	\$30,000	\$225,000	\$0	\$0	\$0	\$255,000						\$255,000		

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Description:

Replace and upgrade the stormwater drainage system from the current pipe under Sullivan Street to the Broadway Avenue/Waterloo Street intersection. Project consists of the following:

Engineering	=	\$30,000.00
36" RCP - 1,000 ft. @ \$110/ft.	=	\$110,000
42" RCP - 180 ft. @ \$130/ft.	=	\$23,400
Manhole/inlets - 6 each @ \$4,500/ea.	=	\$26,000
Pavement Restoration	=	\$20,000
Traffic Control	=	\$12,000
Subtotal	=	\$221,400
Contingency	+	\$33,000
Total	=	\$254,400

Project Justification:

This drainage problem area was identified as problem area #10 in the Town-Wide Comprehensive Drainage Study performed by Anderson and Associates in the mid 1990's. The area has been under observation since the report and up to the present time, the drainage problems have been under control. With the age and condition of the pipes and the future upstream development, it is necessary to improve the drainage system in the area. One particular problem is the condition of the existing pipe passing under an existing building, which is prohibited in the Town.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number:	Project Title: Fuel Island Cover, Public Works Shop					Department: Public Works	
	2011-12	2012-13	2013-14	2014-15	2015-16	2017 and Beyond	<u>Total</u>
<u>Estimated Cost:</u>							
Land Acquisition							\$0
Architecture/Engineering		\$16,000					\$16,000
Construction							\$0
	\$0	\$16,000	\$0	\$0	\$0	\$0	\$16,000
<u>Funding Sources:</u>							
General Fund		\$16,000					\$16,000
Enterprise Fund							
TOTAL	\$0	\$16,000	\$0	\$0	\$0	\$0	\$16,000

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2012-2017

Project Description:

Installation of a canopy over the vehicle fuel island at the Public Works shop. During the 2009 fuel island upgrade, footings for the cover were installed in advance to minimize fueling disruptions during the canopy installation.

Project Justification:

The cover will provide protection during fueling operations of town vehicles and equipment. Current fueling is done in the open under all weather conditions. The cover will prevent water from entering vehicle tanks during fueling. Water in fuel has been a reoccurring problem which when occurs takes vehicles out of operation and maintenance personnel to drain fuel systems.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number:	PW-13-006	Project Title:	Mini Excavator					Department:	Public Works
Estimated Cost:	2011-12	2012-13	2013-14	2014-15	2015-16	2017 and Beyond	Total		
Land Acquisition							\$0		
Architecture/Engineering							\$0		
Construction		\$26,000					\$26,000		
TOTAL	\$0	\$26,000	\$0	\$0	\$0	\$0	\$26,000		
Funding Sources:									
General Fund		\$26,000					\$26,000		
Enterprise Fund									
TOTAL	\$0	\$26,000	\$0	\$0	\$0	\$0	\$26,000		

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2012-2017

Project Description:

Purchase of a mini trucked excavator (John Deer 35D) with 30 hp engine.

Project Justification:

Over the past five (5) years, the Town has been forced to rent a mini excavator between 4-5 times a year.

With the cemetery burials being in more restricted areas (often very wet), it is impossible at times to get a standard backhoe to dig a grave without disturbing graves getting to the site and digging the grave.

The equipment is also needed in working the more confined areas of Old Town.

Equipment to be cost shared with the Utility Department for repairs/work on private property where damaged restoration must be kept to a minimum.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number:	Project Title: Records Storage Building					Department: Public Works	
	2011-12	2012-13	2013-14	2014-15	2015-16	2017 and Beyond	<u>Total</u>
<u>Estimated Cost:</u>							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction		\$35,000					\$35,000
	\$0	\$35,000	\$0	\$0	\$0	\$0	\$35,000
<u>Funding Sources:</u>							
General Fund		\$35,000					\$35,000
Enterprise Fund							
TOTAL	\$0	\$35,000	\$0	\$0	\$0	\$0	\$35,000

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2012-2017

Project Description:

Construction of a concrete or masonry building with climate control features to facilitate the long-term storage of sensitive Town records. Approximate size is 15' x 15'.

Project Justification:

The requirement to keep personnel records and other critical files for longer periods of time (50 years for personnel records), requires additional space beyond Town assets. The records storage must be secure and climate controlled.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number:	PW-14-001	Project Title:	Dump Truck Replacement					Department:	Public Works
<u>Estimated Cost:</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2017 and Beyond</u>	<u>Total</u>		
Land Acquisition							\$0		
Architecture/Engineering			\$95,000				\$95,000		
Construction							\$0		
L	\$0	\$0	\$95,000	\$0	\$0	\$0	\$95,000		
<u>Funding Sources:</u>									
General Fund			\$95,000				\$95,000		
Enterprise Fund									
TOTAL	\$0	\$0	\$95,000	\$0	\$0	\$0	\$95,000		

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2012-2017

Project Description:

Replacement of truck #22, a 1994 Chevrolet Dump Truck, which will be twenty (20) years old in 2014, to include new snow plow.

Estimated Replacement Cost: \$95,000.00

Project Justification:

The truck will be twenty (20) years old by 2014 and at the end of its useful life. The truck is a primary work horse for repair projects and snow removal. Vehicle has experienced over \$25,000 in repair/maintenance costs over the past three (3) years.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number:	PW-14-002	Project Title:	E. Shirley/Madison Street Drainage					Department:	Public Works
<u>Estimated Cost:</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2017 and Beyond</u>	<u>Total</u>		
Land Acquisition							\$0		
Architecture/Engineering							\$0		
Construction			\$172,125				\$172,125		
Funding Sources:									
General Fund			\$172,125				\$172,125		
Enterprise Fund									
TOTAL	\$0	\$0	\$172,125	\$0	\$0	\$0	\$172,125		

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Description:

This project upgrades the storm sewer pipes in the Madison Street and East Shirley Avenue area to be able to carry a 10-year frequency storm. Junction boxes and inlets are to be replaced to improve the hydraulic characteristics of the system. This project includes 40' of 43@ RCP, 360' of 48" RCP, 4 drainage structures and utility locations.

Engineering	=	\$7,500
Mobilization	=	\$8,000
40 LF 42" RCP @ \$180/lf	=	\$7,200
360 LF 48" RCP @ \$200/lf	=	\$72,000
2 Junction Boxes @ \$5500/ea	=	\$11,000
2 Manholes/Inlets @ \$3500/ea	=	\$7,000
Utility Relocation	=	\$10,000
Pavement Restoration	=	\$6,000
Grading and Seeding	=	\$4,000
Traffic Control	=	<u>\$5,000</u>
Subtotal	=	\$137,700
25% Contingency	+	<u>\$34,425</u>
Total	=	\$172,125

Project Justification:

This project was identified as priority #12 in the Drainage Study performed by Anderson & Associates in 1992. Public works installed a portion of the project at the 5th and Franklin Street intersection during the parking lot construction, but the corrugated metal pipe, CMP, at the back of the 5th Street lot still remains and needs to be replaced. Staff continues to evaluate the potential benefit of a SWM pond between the 5th Street lot and Washington Street.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number:	PW-14-003	Project Title:	Replace Tractor & Arm Mower	Department: Public Works			
Estimated Cost:	2011-12	2012-13	2013-14	2014-15	2015-16	2017 and Beyond	Total
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction			\$65,000				\$65,000
Funding Sources:							
General Fund			\$65,000				\$65,000
Enterprise Fund							
TOTAL	\$0	\$0	\$65,000	\$0	\$0	\$0	\$65,000

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2012-2017

Project Description:

Replacement of 1976 Ford Tractor and Arm Mower unit with a new used (in good condition) tractor and mower.

Project Justification:

The 1976 Ford Tractor has over 7,000 hours of use and is very difficult to find repair parts. The current arm mower is used with the tractor to trim/cut steep right-of-way embankments and trim bushes along the Town's walking trails. The mower is a United Kingdom manufacturer and repair parts are 3-4 weeks lead time, when available.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number:	PW-14-004	Project Title: Upgrade/Repair Lee Hwy. Culvert	Department: Public Works				
<u>Estimated Cost:</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2017 and Beyond</u>	<u>Total</u>
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction			\$85,000				\$85,000
	\$0	\$0	\$85,000	\$0	\$0	\$0	\$85,000
<u>Funding Sources:</u>							
General Fund			\$85,000				\$85,000
Enterprise Fund							
TOTAL	\$0	\$0	\$85,000	\$0	\$0	\$0	\$85,000

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2012-2017

Project Description:

Rehabilitation of 4'x6' box culvert under Lee Highway (between Branch and Fletcher Drive). Reline the culvert walls and base to provide cover to exposed reinforcement and the badly scoured areas.

Project Justification:

This is the original culvert that was installed with the bypass construction in the 1960's. The culvert walls and floor are severely scoured/eroded and will lead to structural failure if not corrected. This effort will prevent a total replacement.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number:	PW-15-001	Project Title:	Refuse Truck Replacement					Department:	Public Works
<u>Estimated Cost:</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2017 and Beyond</u>	<u>Total</u>		
Prior Authorization									
Land Acquisition							\$0		
Architecture/Engineering							\$0		
Construction				150,000			\$150,000		
	\$0	\$0	\$0	\$150,000	\$0	\$0	\$150,000		
<u>Funding Sources:</u>									
General Fund				150,000			\$150,000		
Enterprise Fund							\$0		
Other							\$0		
TOTAL	\$0	\$0	\$0	\$150,000	\$0	\$0	\$150,000		

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2012-2017

Project Description:

Purchase a new 30 yard rear load refuse collection truck. The 30 yard size is large enough that excessive trips to the dump are not required, yet small enough to maneuver in old Town. The estimated cost is \$150,000.

Project Justification:

In order to maintain a reliable fleet for its most sensitive service, a replacement cycle of 8-10 years is needed. Vehicles are in daily primary service during that period and then moved to recycling, brush and backup service.

The new truck will allow #26 to become the backup vehicles to replace the over 20 year old backup recycling vehicle (#27) which has experienced over \$50,000 in repairs since 2001.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number:	PW-15-002					Project Title:	Old Town Side Street Rehabilitation					Department:	Public Works
<u>Estimated Cost:</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>		<u>2017 and Beyond</u>	<u>Total</u>					
Land Acquisition								\$0					
Architecture/Engineering								\$0					
Construction				\$309,800				\$309,800				\$309,800	
.L	\$0	\$0	\$0	\$0	\$0		\$0	\$309,800	\$0	\$0	\$0	\$309,800	
<u>Funding Sources:</u>													
General Fund				\$309,800				\$309,800				\$309,800	
Enterprise Fund													
TOTAL	\$0	\$0	\$0	\$0	\$0		\$0	\$309,800	\$0	\$0	\$0	\$309,800	

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2012-2017

Project Description:

Extend brick sidewalk and period style lighting down the side streets toward Lee Street south of Main Street and toward Horner Street north of Main Street. Work will include brick sidewalk, curb and gutter, conduit, period lights, sign sleeves, handicap ramps and driveway entrances will be installed. More drainage work will be required than on the Main Street Improvements. The amount of sidewalk is less than Main Street, however, the narrow side streets will need to be closed during the construction.

Brick Sidewalk (R/R) - 950 sy. @ \$150/sy.	\$142,500.00
Curb and Gutter (R/R) - 1,750 lf. @ \$28/lf.	\$49,000.00
Conduit for Lighting - 1,650 lf. @ \$18/lf.	\$29,700.00
Light Bases - 15 @ \$1,000/ea.	\$15,000.00
Community Driveway Entrance - 6 @ \$2,000/ea.	\$12,000.00
Sign Sleeves - 30 @ \$200/ea.	\$6,000.00
Handicap Ramps - 2 @ \$800/ea.	\$1,600.00
Downspouts - 8 @ \$200/ea.	\$1,600.00
	<u>\$257,400.00</u>
Contingency	<u>\$52,400.00</u>
TOTAL	\$309,800.00

Project Justification:

This project along with the Lee Street improvements will complete the brick sidewalk and period lighting in the business district of Old Town. The bricking of side streets will also encourage visitors to move to the businesses along Lee Street and Horner Street and foster shopping and business development in those areas. The brick sidewalks and lighting will enhance Warrenton's unique character.

Project is contingent on further guidance from Council and merchant's input.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number:	PW-15-003	Project Title: East Street Drainage	Department: Public Works				
<u>Estimated Cost:</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2017 and Beyond</u>	<u>Total</u>
Land Acquisition						\$0	
Architecture/Engineering				\$20,000			\$20,000
Construction				\$235,500			\$235,500
	\$0	\$0	\$0	\$255,500	\$0	\$0	\$255,500
<u>Funding Sources:</u>							
General Fund				\$255,500			\$255,500
Enterprise Fund							
TOTAL	\$0	\$0	\$0	\$255,500	\$0	\$0	\$255,500

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Description:

Install curb and gutter and storm water piping on East Street to alleviate flooding of neighborhood. Project to include curbing on both sides with storm sewer collection and piping into the existing system on Lee Street Extended.

Engineering and Mobilization	=	\$20,000
Curbing - 2400 lf @ \$35/lf.	=	\$84,000
Sidewalk - 535 SY @ \$40/SY	=	\$21,400
Driveway Entrances - 10 each @ \$1,500/ea.	=	\$15,000
Storm Sewer Pipe - 850 lf @ \$50/lf	=	\$42,500
Storm Structures - 4 each @ \$3000/ea.	=	\$12,000
Patch Asphalt	=	\$4,500
Regrading and Reseeding Yards	=	\$5,000
Subtotal	=	\$204,400
25% Contingency	+	\$51,100
Total		\$255,500

Project Justification:

This neighborhood has areas of flooding and areas of road undermining due to storm runoff. Much of the lower flooding is caused from runoff above which erodes the edges of the road. The narrowness of the upper portion of the street should probably be corrected during this project to maintain safety for vehicular traffic.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number:	PW-16-001	Project Title: Traffic Signal - Falmouth/Shirley Ave. - VDOT Urban	Department: Public Works				
<u>Estimated Cost:</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2017 and Beyond</u>	<u>Total</u>
Land Acquisition						\$0	
Architecture/Engineering					\$20,000		\$20,000
Construction				\$280,000			\$280,000
Total	\$0	\$0	\$0	\$0	\$300,000	\$0	\$300,000
<u>Funding Sources:</u>							
General Fund					\$300,000		\$300,000
Enterprise Fund							
TOTAL	\$0	\$0	\$0	\$0	\$300,000	\$0	\$300,000

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2012-2017

Project Description:

Installation of a traffic signal at the intersection of Falmouth Street and Shirley Avenue. The close proximity of this signal to the Culpeper Street and Alwington Boulevard signals will require this intersection to be coordinated with the existing signals. The intersection signalization will include pedestrian lights to aid in the safety of residents crossing the intersection to Walmart.

The FY12 project includes the engineering for the intersection and initial site work to include installation of two (2) mast-arm pole foundations.

Project Justification:

The increased traffic along Shirley Avenue and Falmouth Street will necessitate the installation of a traffic signal. The September 2001 VDOT Small Urban Transportation Plan indicates that the intersection currently meets three signalization warrants. The minimum requirement is one warrant. Increased traffic along Shirley as predicted by various traffic studies will increase the need for signalization at the intersection. Potential traffic increases will occur pending approval and construction of additional retail and residential development along the southern corporate limits.

Project is a potential candidate for proffers or VDOT Urban funds.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number:	PW-16-002	Project Title: Paving - Benner & Boundary	Department: Public Works				
<u>Estimated Cost:</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2017 and Beyond</u>	<u>Total</u>
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction					\$65,000		\$65,000
.L	\$0	\$0	\$0	\$0	\$65,000	\$0	\$65,000
<u>Funding Sources:</u>							
General Fund					\$65,000		\$65,000
Enterprise Fund							
TOTAL	\$0	\$0	\$0	\$0	\$65,000	\$0	\$65,000

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2012-2017

Project Description:

Project involves the asphalt paving of the gravel section of Benner and Boundary Lane with 3' asphalt. The existing road width will be maintained and ditches reworked on sections as needed. The middle section of the road (stream to top of hill to the south) will be maintained as gravel to preclude cut-through traffic.

Project Justification:

Benner Drive-Boundary Lane is a partially tar and chip and gravel road in the Town of Warrenton. With the growth in the Town, the properties in this area of Town are being developed into residential units. To facilitate this growth and increased traffic on the street, improvements are needed to minimize maintenance and improve safety.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number:	PW-16-003	Project Title:	Dump Truck Replacement					Department:	Public Works
<u>Estimated Cost:</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2017 and Beyond</u>	<u>Total</u>		
Land Acquisition	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Architecture/Engineering							\$0	\$0	
Construction					\$85,000		\$85,000	\$85,000	
∟	\$0	\$0	\$0	\$0	\$85,000	\$0	\$85,000	\$85,000	
<u>Funding Sources:</u>									
General Fund					\$85,000		\$85,000	\$85,000	
Enterprise Fund									
TOTAL	\$0	\$0	\$0	\$0	\$85,000	\$0	\$85,000	\$85,000	

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2012-2017

Project Description:

Replacement of truck #22, a 1994 Chevrolet Dump Truck, which will be twenty (20) years old in 2014.

Estimated Replacement Cost:

\$85,000.00

Project Justification:

The truck will be twenty (20) years old by 2014 and at the end of its useful life. The truck is a primary work horse for repair projects and snow removal.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number:	PW-16-004	Project Title:	Pickup Crew Cab Replacement					Department:	Public Works
<u>Estimated Cost:</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2017 and Beyond</u>	<u>Total</u>		
Land Acquisition							\$0		
Architecture/Engineering							\$0		
Construction					\$25,000		\$25,000		
	\$0	\$0	\$0	\$0	\$25,000	\$0	\$25,000		
<u>Funding Sources:</u>									
General Fund					\$25,000		\$25,000		
Enterprise Fund									
TOTAL	\$0	\$0	\$0	\$0	\$25,000	\$0	\$25,000		

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2012-2017

Project Description:

Replacement of existing 1988 Ford Crewcab Pickup Truck with a new or late model.

Project Justification:

The crewcab vehicle is a critical vehicle during spring and fall months to transport part-time employees (numbering 3 - 5) for weedeating, roadside trash collection, leaf collection and to construction project sites.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number:	Project Title: Connector Road off 211/Land Contract	Department: Public Works						
PW-17-001		<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2017 and Beyond</u>	<u>Total</u>
<u>Estimated Cost:</u>								
Land Acquisition							\$0	
Architecture/Engineering							\$25,000	\$25,000
Construction							\$375,000	\$375,000
		\$0	\$0	\$0	\$0	\$0	\$400,000	\$400,000
<u>Funding Sources:</u>								
General Fund							\$400,000	\$400,000
Enterprise Fund								
TOTAL		\$0	\$0	\$0	\$0	\$0	\$400,000	\$400,000

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2012-2017

Project Description:

Design and construction of two lane connector road from Rt. 211 to half the distance to Old Waterloo Road along the Town's western boundary. Project to include extension of the entrance road from Rt. 211 (constructed in 2008) into the site.

Project Justification:

As part of the land purchase agreement for the 65 acre recreation site from the Van Roijen family, the Town is responsible for construction of half the connector road from Rt. 211 with the development of the remnant portion of the property.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number:	PW-17-002	Project Title:	Parking Deck					Department:	Public Works
<u>Estimated Cost:</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2017 and Beyond</u>	<u>Total</u>		
Prior Authorization									
Land Acquisition								\$0	
Architecture/Engineering						350,000	\$350,000		
Construction						3,000,000	\$3,000,000		
	\$0	\$0	\$0	\$0	\$0	\$3,350,000	\$3,350,000		
<u>Funding Sources:</u>									
General Fund (Reserved)						3,350,000	\$3,350,000	\$0	
Enterprise Fund								\$0	
Other								\$0	
TOTAL	\$0	\$0	\$0	\$0	\$0	\$3,350,000	\$3,350,000	\$3,350,000	

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Description:

The project consists of the design and construction of up to three (3) multi-level parking garages, as originally proposed in the Downtown Public Facility Plan, in the Old Town area. The project concept is based on the recommendation of the Parking Study conducted by Wilbur Smith and Associates in 2000 and presented to Council.

Design/Engineering	=	\$350,000 (Originally programmed in FY06)
Construction	=	\$3,000,000
		\$3,350,000

Project Justification:

To provide needed parking in the downtown area per the recommendations of the Warrenton Development Advisory Committee, the Warrenton 2000 Committee and the Wilbur Smith & Associates Parking Study. The Study projected the need for up to 300 additional parking spaces in the downtown area by 2010. Council agreed with the recommendation of the Parking Study and in 2000 directed staff to keep the schedule of construction in its current place. Merchants in the Old Town area continue to express a strong desire for additional parking. The financing anticipates privatization of development with joint participation of funding and/or a fee structure to manage costs.

Changes in the Fauquier County Government plans for the Warrenton/Old Town area have highlighted the need for the Town to proceed on its own in this project. Possible location is north of Main Street between First and Third Streets.

**CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2012-2017**

Project Number:	PD-12-001	Project Title:	Police Cruiser Replacements	Department:					Police
<u>Estimated Cost:</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2017 and Beyond</u>	<u>Total</u>		
Prior Authorization									
Land Acquisition							\$0		
Architecture/Engineering							\$0		
Construction/Purchase	\$75,836						\$75,836		
<u>.L</u>	\$75,836	\$0	\$0	\$0	\$0	\$0	\$75,836		
<u>Funding Sources:</u>									
General Fund	\$75,836						\$75,836		
Enterprise Fund							\$0		
Other							\$0		
TOTAL	\$75,836	\$0	\$0	\$0	\$0	\$0	\$75,836		

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2012-2017

Project Description:

Purchase of two 2011 Dodge Charger patrol vehicles to replace the marked 2000 Ford Crown Vic (#19) with mileage of 101,351 and the marked 2000 Ford Crown Vic with mileage of 106,415.

The cost of each 2011 Dodge Charger Patrol vehicles is \$37,918.

Project Justification:

All vehicles are purchased at Virginia Contract pricing. The requested amount includes the cost of emergency equipment and purchase of new decals.

TOWN OF WARRENTON
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number:	PD-13-001	Project Title:	Police Cruiser Replacements	Department: Police				
<u>Estimated Cost:</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2017 and Beyond</u>	<u>Total</u>	
Prior Authorization							\$0	
Land Acquisition							\$0	
Architecture/Engineering							\$0	
Construction/Purchase		53,404					\$53,404	
	\$0	\$53,404	\$0	\$0	\$0	\$0	\$53,404	
<u>Funding Sources:</u>							\$0	
General Fund		53,404					\$53,404	
Enterprise Fund							\$0	
Other							\$0	
TOTAL	\$0	\$53,404	\$0	\$0	\$0	\$0	\$53,404	

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2012-2017

Project Description:

Purchase of two 2011 Chevrolet Impalas to replace the unmarked 2002 Ford Crown Vic with mileage of 126,402 and the unmarked 1997 Chevrolet Lumina (#5) with mileage of 109,471.

The cost of each unmarked 2011 Chevrolet Impala is \$26,702.

Project Justification:

All vehicles are purchased at Virginia Contract pricing. The requested amount includes the cost of emergency equipment and purchase of new decals.

TOWN OF WARRENTON
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number:	PR-12-001	Project Title:	Skate Park Enhancements					Department:	Parks & Rec
<u>Estimated Cost:</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2016-16</u>	<u>2017 and Beyond</u>	<u>Total</u>		
Prior Authorization									
Land Acquisition							\$0		
Architecture/Engineering							\$0		
Construction	\$8,500	\$50,000					\$58,500		
	\$8,500	\$50,000					\$58,500		
<u>Funding Sources:</u>									
General Fund	\$15,000	\$50,000					\$65,000		
Enterprise Fund							\$0		
Other							\$0		
TOTAL	\$15,000	\$50,000					\$65,000		

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2012-2017

Project Description:

Additional obstacles for the skateboard park, in particular more advanced skill level items.

Wedge, Flat, Stair	\$2,807.24
Grind Rail, Kinked (Round)	\$480.00
(2) Park Benches to Match Existing Equipment	\$3,739.94
Subtotal	\$7,027.18
Freight	\$337.00
Installation	\$1,124.35
Total	\$8,488.53

Project Justification:

The current park is three (3) years old and needs to provide continuing challenges to the athletic skater in order to keep users coming back instead of seeking other (inappropriate) areas of the Town for their use.

TOWN OF WARRENTON
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2012-2017

Project Number:	PR-12-002	Project Title:	Parking, Landscaping & Trails	Department:					Parks & Rec
<u>Estimated Cost:</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2017</u>	<u>Beyond</u>	<u>Total</u>	
Prior Authorization									
Land Acquisition								\$0	
Architecture/Engineering								\$0	
Construction		\$35,000						\$35,000	
TOTAL	\$0	\$35,000	\$0	\$0	\$0	\$0	\$0	\$35,000	
<u>Funding Sources:</u>									
General Fund		\$35,000						\$35,000	
Enterprise Fund								\$0	
Other								\$0	
TOTAL	\$0	\$35,000	\$0	\$0	\$0	\$0	\$0	\$35,000	